**Curriculum vitae**

**Nilima**

**Personal Data**

Address : Al Falah Street

Tel : 971502360357

Email : nilima.3463624@2freemail.com

Visa status : Employment

**Profile**

I am a competent, focused and experienced teacher who feels that my greatest strengths are firstly my strong communicative skills and commitment to Providing the highest level of loyalty and service to my employers, students & colleagues , Secondly my ability to develop and maintain a close working relationship with seniors, which in turn help me to gain in depth understanding of an employer’s needs, goals and ambitions , thirdly I have the habit of constantly reviewing process and indentifying way to improve my efficiency & service.

Right now I am looking for an opportunity to develop my career within a successful and progressive organization like yours

**Academic**

2011- Master’s Degree (Major English)

Tribhuwan University – Kathmandu – Nepal

2005- Bachelor of Arts in English Honors

St. Jospeh’s College ( NBU) West Bengal , India

2002- School Certificates ( ISC)

Vidhya Vikash Academy – Dargeeling , West Bengal – India

2002- Indian School Certificates of Secondary Education ) ICSE)

Loreto Convent – Darjeeling, West Bengal , India

**Objective**

To obtain a challenging position in a high quality environment where my resourceful experience, skills and academic skills will add valued to organizational operation

**Career development**

**August 2015 to Present – Abu Dhabi]**

* Swiss Arabic Perfumes – Sales
* Contribute to sales through exceptional customer service and retail experience
* Ensure awareness and vigilance at all times of security in the store
* Achieving sales targets
* Understanding customer needs and handle payments for goods purchased
* Maintain cash and sales records
* Opening and closing of store and maintain stock reports

**January 2015 – February 2015**

* Weingsa world class standard school in Thailand
* Job Title : ESL Teacher
* Duties: Teach ESL to Grade 7 and 8 students

**July 2007- December 2014**

**Vijayapur Higher Secondary School – Dharan – Nepal**

* **Job title: English Teacher**
* Duties: Teaching an area of the curriculum organizing curriculum to +2 level students.
* Prepare lessons for the students, utilizing different methods, techniques and discussions.
* Monitoring, evaluating and reporting student progress in key learning areas.
* Implementing strategies to achieve targets related to student learning outcomes.
* Maintain records of class attendance and recording student progress.
* Implementing effective student management consistent with the college charter
* Supervising and contributing to arrange student’s co-curricular activities.
* Interaction with parents on progress of students.
* Member of disciplinary board.

**May 05- Oct 06**

**Aditya Minacs World Wide Service Ltd. (earlier Trans Works Information System Pvt. Ltd Bangalore, India**

Sales associate / Customer service

Blend process – United Kingdom

**Duties**

* Handling customer queries
* Meeting up sales targets
* Escalation and retention
* Took application

**Training and Actives**

* Received student quality Circle Facilitators Training
* A core member in organizing the National Students Circle Conventions ( NCSQC) held in 2012 in Vijayapur higher Secondary School – Dharan.
* Attended an International Youth Fellowship Convention
* Attended a Seminar on Thesis Research Methodology at Mahendra Campus Dharan

**Language Competencies**

* English
* Nepali
* Hindi

**Leisure Activities**

* Traveling
* Reading
* Interacting with people
* Listening to different genre of music