Ruby

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**CAREER OBJECTIVE**

Dynamic and result oriented teacher committed to inculcating a passion for learning, creating, multicultural awareness throughteaching the fundamentals of English language. A strong talent to develop and implement creative, hands- on curriculum that reaches every student’s learning and ability, empowering students to succeed and realize their individual goals. A trustworthy and approachable individual with excellent communication skills, to cooperatively work with parents, faculty & students to fulfill the needs of students and promote the philosophy and goals of the Organization.

**HIGHLIGHTS**

* Ability to take initiatives and work under minimal supervision.
* Possess strong written and verbal [communication skills](http://www.bestsampleresume.com/sample-logistics-resume/logistic-officer-resume.html).
* Positive attitude with excellent time management and multitasking skills.
* Demonstrated quantitative and analytical skills with strong attention to detail.
* Excellent knowledge of MS Office and Windows computer applications.

**CAREER PROFILE AND EXPERIENCE**

**GOOD SHEPHERD CENTRAL SCHOOL:(June 2015 till December 2016)**

**Position:**Administrator + 3rd Grade Class Teacher

**Responsibilities:**

* Responsibility of Administration activities.
* Head of Purchase team and approving all the purchase order relating to class activities.
* Integrated classroom routines designed to increase the predictability and student independence in the classroom setting.
* Implemented guided reading and mixed-ability groups in order to differentiate reading instruction
* Held one-on-one conferences with each student frequently to discuss individual writing and reading goals.
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* Ensured all students in my classroom learned and understood the material.
* Participated in professional development meetings on a weekly basis, and on district institute days, to share ideas for classroom practices and instruction.
* Cooperates with other grade level teachers to accelerate and differentiate.
* Responsibility of Recruitment of Technical and subordinate staff.

**MYRIAD CONSULTING: (July 2013/ March 2015)**

**Position**: Recruiter

**Responsibilities:**

* Handled IT and ITES domain for companies like Cognizant, Accenture, Novartis, WNS.
* Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline.
* Sourcing the quality resumes from the job portal Naukri.com and Monster.com.
* Handled Clients calls and was being a part of coordinating.
* To Follow-Up the candidate till Joining Date.
* Preparing Maintaining Database –Excel Sheet Tracker.
* Hands on Experience of –End to End Recruitment Process.
* Identifying the fake resumes.
* I have good Exposure Job postings and Bulk mail.
* To evaluate candidates based on their communication Skills, Technical Skills.
* Holding the Candidates after Joined.
* Building good Rapport with Candidates.
* Managing the complete recruitment life cycle for sourcing the best talent from diverse sources.

**PROFESSIONAL QUALIFACTION**

**Master of Business Administration** (MBA) from Rani Channamma University Belagavi (2014).

**Bachelor of Business Administration** (BBA) Dharwad University (2011).

**Strengths**

* 2 years, experienced and qualified Teacher
* Strong recruiting network.
* High level of professionalism and commitment
* Student-centered - warm, caring and supportive
* Team player – collaborative
* Ability to become part of a community and work with parents
* Flexible and adaptable
* Commitment to ongoing professional growth and development
* Intercultural sensitivity.
* Experience in College events and extracurricular activities programs
* Experience in and knowledge of inquiry-based learning
* Able to balance high demands of work with personal recreational pursuits
* Experience in Multi-media teaching.

**LANGUAGES**

* English : Fluent
* Hindi: Fluent
* Marathi: Moderate
* Arabic: Reading Only

I Syed Ruby Madiwale hereby declare that the above furnished information is true to the best of my knowledge and if given an opportunity, I promise to give the best of my abilities to the organization*.*

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