Shaguftah

[Shaguftah.368073@2freemail.com](mailto:Shaguftah.368073@2freemail.com)

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| WORK EXPERIENCE |  |

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| Jnuary 2012 – Present | Primary School Educator |
| **Sir Harilall Vaghjee Government School** |
| Duties:  • Planning & delivering well-structured lessons which engage & motivate students.  • Planning and organising visits, field studies and special activities connected with the teaching of the subject.  • Supporting the school in delivering the curriculum effectively.  • Managing resources effectively and ensuring appropriate value for money.  • Organising and supporting a range of extra-*curricular* activities.  • Achieving and maintain high standards of care and education.  • Planning, preparing and reviewing the school curriculum with other staff.  • Ensuring all Health & Safety policies are implemented and adhered to at all time. |
| May 2010 – November 2011 | Trainee Educator |
| **Mauritius Institute of Education** |
| * Posted in various schools for observation. * Helped class teachers to carry out the lesson. * Carried out lessons with the help of class teachers. * Followed classes on different teaching strategies. |

PREVIOUS WORK EXPERIENCE 

June 06: Worked in the Customer Service at Mauritius Post and Cooperative Bank.

June – July 07: Worked in the Marketing Department at Grays Ltd.

September 08 – December 08: Worked as Sales Coordinator at Grays Ltd

February 09 – April 10: Worked as teller/clerk at Mauritius Post and Cooperative Bank

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| EDUCATION AND TRAINING |  |

**Year 2002**

School Certificate

Droopnath Ramphul State Secondary School

Calebasse

SUBJECT S.C GRADES GCE GRADES   
  
ENGLISH LANGUAGE THREE B(b)   
Oral 4(ONE)

FRENCH TWO A(a)   
URDU ONE A(a)   
MATHEMATICS SIX C(c)   
PRINCIPLE OF ACCOUNTS FIVE C(c)   
FRENCH LITERATURE ONE A(a)   
LITERATURE IN ENGLISH SIX C(c)   
ISLAMIC RELIGION AND CULTURE THREE B(b)   
  
**AGGREGATE : 15**

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**Year 2004**

Higher School **C**ertificate /

Droopnath Ramphul State Secondary School

Calebasses

SUBJECT GRADES

General Paper Advance Subsidiary b(b)   
French Advance Level C(c)   
Urdu Advance Level C(c)   
Islamic Studies Advance Level D(d)   
Sociology Advance Subsidiary e(e) 

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**Year 2005**

**City & Guilds Pitman Qualifications**

Certificate in Word Processing Techniques

Level : Intermediate

Award: First Class

**Year 2005**

**City & Guilds Pitman Qualifications**

Certificate in Practical Data Processing

Level: Intermediate

Award : First Class

**Year 2010-2012**

**Mauritius Institute of Education**

Teacher’s Diploma in Primary Education

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| PERSONAL SKILLS |  |

* Very good communication skills.
* Good listening skills.
* Can adapt easily in new work environment.
* Motivated.
* Punctuality.
* Fast learner.
* Creative.
* Can speak English, French and Urdu fluently.

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