**Mrs. Nazneen**

**Teacher at RAHUL GROUP OF EDUCATION, Mumbai, India.**



**Career Objective:**

To obtain teacher position in reputed school that will give me an opportunity to utilize my ability to lead and pass on my knowledge to the students in an innovative manner.

**Experience:**

**Teacher: From 1 June'2013 to till this date.
Employer: Father Joseph English High School, (Rahul Group Of Education), Mumbai, India.
Job Profile:**

1. Full responsibility to take daily activities and lesson plans as per syllabus.
2. Provide individual and group assistance to students.
3. Demo of activities such as drawings, crafts etc.
4. Implement cultural-based activities as per local festivals & appreciation for multiculturalism.
5. Developed students' creative writing and oral skills.
6. Designed a Science bulletin board of animals, birds etc.
7. Created and implemented exam procedure.
8. Communicate with parent in each quarter for progress report of child and ensure student was given proper attention at home for his study and good behavior.

**Teacher Internship: From June 2012 to April 2013.**

**Employer: N. H. English Academy, Mira Road, Mumbai, India.
Job Profile:**

1. To assist teacher in taking daily activities and lesson plans as per syllabus.
2. To assist teacher in activities such as drawings, crafts etc.
3. To assist teacher in implementation of cultural-based activities.
4. To assist teacher in developing students' writing and oral skills.
5. To assist in exam procedures.

**Data Entry Operator: From December 2000 to June 2012.**

**Employer: Reach Direct, Jogeshwari. Mumbai, India.
Job Profile:**

1. Data entry in world and excel.
2. Data entry in Tally Accounting Software.

**Education:**

Bachelor of Arts in 2015 from Vinayaka Mission University..

E.C.C. Ed. Course passed with distinction class in Jan 2013.

**Computer Skills:**

**➢ Tally 6.3 and Tally 7.2 (Accounting Software)**

**➢ Microsoft Word and Excel with speed @50 W.P.M.**

**Languages:**

1. **English**
2. **Hindi**
3. **Urdu**
4. **Marathi**

**Personal Information:**

**Name: Mrs. Nazneen**

**Birth Date: 4 February 1974.**

**Gender: Female**

**Nationality: Indian**

**Date of Issue 12/08/2009**

**Date of Expiry 11/08/2019**

**Marital Status: Married**

**Visa Status: Visit Visa**

**Contact Information:**

**Email Address:** nazneen.369795@2freemail.com

**NAZNEEN**

**DATE :**