CURRICULUM VITAE

Mrs.Tanveer

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**Career Objective:**

To obtain a challenging position within a reputable organization. Be able to apply my knowledge and skills that I acquired from my previous experiences, in order to achieve adequacy and efficiency in your department. But moreover, to strive harder, learn and procure methods and procedure for career development.

**Educational Qualification:**

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| --- | --- | --- |
| Degree | University | Division |
| M.Sc. (Master of Science in Botany) | Osmania University  (Hyderabad) | First division with distinction |
| B.Ed (Bachelor of Education) | Osmania University  (Hyderabad) | First division |
| B.Sc. (Bachelor of Science) | St.Ann’s Degree Collage (Hyderabad) | First division |

**Computer Skills:**

Office Automation: MS Office 2003, 2010 (MS Word, Excel, PowerPoint)

Operating Systems: Windows 95, 98, 2000, XP and Win 7.

**About Myself:**

* Highly motivated, hardworking, efficient and organized professional.
* An independent, industrious, and well-organized individual .
* Has the ability to associate with people at all levels.
* Dedicated, Multi-tasking individual, Team Player
* Able to meet deadlines and can work on minimum supervision

**Service Profile:**

**Institution: St Maaz High School (Hyderabad)**

**Duration** –1996 to 2002

**Job Title –Teacher**

**Institution: New Indian Model School (Dubai)**

**Duration** –October 2002 to till date.

**Job Title –Teacher & Supervisor**

# Job Responsibilities:

* Responsible for Supervision of the teaching learning process.
* Class observation
* Data entry, result analysis, summaries and analysis of data for leadership team and teachers as directed.
* Management of pupil data - including assessment information and some aspects of pupil’s personal data.
* Making analysis of employee performance and giving report to the senior leadership for appropriate action.
* Design, create, develop and maintain a range of documents, in excel sheets and other formats.
* Responsible for monitoring and giving guidance to the teachers.
* Coordination with the departments including administration department, Accounts department, teachers and students.
* Submission of monthly report.
* Establishing performance goals and objectives for the school and for teachers and keeping records.
* Monitor student’s progress, keep teachers trained and motivated.
* Conduct interviews for recruiting new teachers and interview new students at the time of admission.
* Responsible for making timetable.
* Organizing of workshops for orientation and training of teachers.
* Produce clear, concise, accurate information to support senior leaders in raising standards of performance in school.
* To provide efficient operational support to the School leaders.
* To support the work of other leaders in the school as directed.
* To ensure all duties are completed within required time frames, accurately and in a professional manner.
* Creation and production of reports, labels, lists, statistics, requested by staff
* Update and maintain the school website.

**Strengths:**

Possess analytical and problem solving skills, with the ability to make well thought out decisions. Excellent written and verbal communication skills. Highly trustworthy, discreet and ethical. Resourceful in the completion of projects, effective at multitasking.

**Personal Details:**

Expiry : 12-06-2027

Date of birth : 02-06-1974

Visa Status : Residence visa on husband’s sponsorship.

Marital Status : Married

Languages known : English,Hindi,Urdu,Telugu,Arabic(Read only)