**RÉSUMÉ**

Esther

Esther.373915@2freemail.com



**Personal Details**

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| --- | --- | --- | --- |
| **Name:** | Esther Egwuatu | **Sex:** | Female |
| **UAE Experience :** | Yes | **Visa Type:** | Visit |
| **Certificate:** | Attested |  |  |



**Competencies**

Dedicated teacher with administrative experience having proven track record of commended performance in teaching, with a passion for education and an unwavering commitment to optimizing student and school success.



**Skills**

\*Strong interpersonal communication skill\* Committed and Enthusiastic\* Curriculum Development\*

\*Discipline & Classroom Management\* Time and People Management \* Team Player\*



**Educational Profile with Certificate**

**Secretarial and Office Work Training** -Emcan Educational Institute - Dubai -UAE

**National Certificate in Education** - Physics and Maths–Nwafor Orizu College of Education- Nigeria–3years course

**Bachelor of Science (B.Sc) -** Industrial Physics – Ebony State University - Nigeria - 4 years course

**West Africa Senior School Certificate (**WAEC) - Community Secondary Sch. Obeleagu - Nigeria



**Work Experience in Education**

Dec 2014 to date – Trans Ekulu Nusery & Primary School – Admin and Secretary to the Proprietor .

July 2014 to Dec 2014 – Trans Ekulu Nusery & Primary School – Science and Math (Class Teacher Grade 3)

Jan 2011 to April 2012 – Ekulu Nursery & Primary School – Nursery Teacher

Duties and Responsibility:

**Admin:**

 Support the proprietor and Head of Departments with daily clerical tasks.

* Handle student affairs, registration and schedule admission appointments & interviews.
* Plan meetings and take detailed minutes.
* Make travel arrangements and reservations for senior staff.
* Screen emails and respond to enquiries.

**Teaching:**

* Planning and preparing courses and lessons.
* Teaching, according to the scheme of work and educational needs assigned to the Students, including setting and marking of work.
* Assessing, recording and reporting on the development and progress of the students.

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**Assessments and Reports:**

* Providing and contributing to oral and written assessments.

**Classroom Culture:**

* Create positive and structured learning environment in which students are excited about and invested in their academic excellence.
* Set and reinforce clear expectations and routines that are aligned with the school’s overall vision.
* Discuss, celebrate and reinforce character skills.
* Design classroom space to reinforce school values and culture with obvious posted examples of outstanding academics and character.

**Discipline, Health and Safety:**

* Maintaining order and discipline among pupils in accordance with the policies of the school authority.
* Safeguarding their health and safety both when they are authorized to be in the school premises and when they are engaged in authorized school activities elsewhere.

**Other Activities:**

* Involve parents or guardian in their children’s academic success through regular communication.
* Promote the general progress and well-being of pupils and of any class or group of pupils assigned to me.
* Providing guidance and advice to pupils on educational, social matters and on their future careers.
* Communicate and consult with the parents or guardians of pupils through the supervisors.
* Supervise and teach students or classes whose teacher is not available as instructed by the supervisor.



**Other Work Experience**

May 2012 to July 2014 – Springjoys General Trading LLC - Dubai – Admin & Human Resources Duties and Responsibility:

* Responsible for all administrative task such as but not limited to : receiving and screening calls.
* Responsible for sourcing and procurement of spare parts.
* Responsible for the day to day activities of the business.
* Advertise for vacancy, shortlist candidates for interview and recruit.
* Prepare offer letter and job description of staff.
* Manage, approve sick and annual leave as well as leave allowance.
* Appraise staff and recommend possible training based on the company budget and needs.
* Prepare monthly salary and forward to the finance.
* Ensure staff compliance to organisational objectives and Implement management decision.
* Manage calendars, arrange travel plan of the CEO as well as arrange meetings and events for the managers.
* Customer support such as listening to customer requirements/complain and proffer solution.
* Ensure customer’s satisfaction by maintaining & developing relationships with existing customers.



**Computer Literacy**

\*Microsoft office (Excel, Ms word &Powerpoint)\* \*Web browsing and E-mail\*



**Language**

English: Spoken -Excellent Written -Excellent