**ADEEBA**

Email: adeeba.379994@2freemail.com

**Address: Dubai UAE**

# PROFESSIONAL OBJECTIVE

**To seek a responsible position in an organization which will enable me to utilize my skills, expertise extensive knowledge and experience to enhancement the success of the organization as well as my professional and personal growth.**

# PROFESSIONAL EXPERIENCE

**EXON MONTESSORI INTER COLLEGE**

**From JULY 2014- AUGUST 2017**

**Worked As: Senior commerce & Economics Teacher (Lucknow , India)**

**Job profile:**

* Class Teacher Responsibility.
* Ensure implementation of daily class activity as per school guidelines & requirement.
* Visiting student’s home and building relation with parents to deliver the correct knowledge of merits and demerits of their child.
* Making question papers.
* Team co-ordination and student interaction.
* Participating as an Isc examiner and supervisor in the examination
* Give more attention to weak children.

**NEW BOYS AND GIRLS JUNIOR HIGH SCHOOL (Lucknow ,India)**

**From July 2010 – June 2013**

**Worked As: Assistant High School Teacher**

**Job profile:**

* To help class teacher in class activities.
* Visiting student’s home with class teacher.
* As per performance giving more attention to weak children
* Organizing extracurricular activities among students.
* To co-ordinate with other teachers in conducting exams.
* Taking other subjects like Social studies, Hindi and moral Teaching.

**BRAINS TUTORIAL**

**From August 2008 – April 2013**

**Worked As: Private tutor in coaching center(Lucknow,India)**

**Job profile:**

* Making students ready for school.
* Teaching them basics like shape, color, counting etc.
* Teaching about basics of regular life like eating, talking, behavior**.**
* Conducting group activities.
* Responsible for their physical and mental development.
* Coordinating with the parents and updating about their child’s development and performance.
* Teaching them about natural things, names of animals, flowers, fruits and vegetables.
* Conducting small tests monthly for checking their development and grasping status.
* Teaching commerce to class x & xii students.
* Teaching economics and Accounts.

# EDUCATIONAL QUALIFICTION

* **Bachelor in Education**  2014From Unity Degree College, Lucknow .(Gold Medalist)
* **Master in Commerce 2010,** Lucknow University.
* **Bachelor in commerce** 2008,
Lucknow University.
* **Intermediate** 2005,New St Johns’ Inter College
* **Matriculation 2003**

New St Johns’ Inter College

# SKILLS

* Talent for capturing student’s interest in learning by providing them support and guidance.
* Established comfortable, two-way communication that empowers student to enjoy the learning-process.
* Language-Proficiency in English, Hindi and Urdu.
* Knowledge of Book Keeping, Accountancy.
* Create a positive and comfortable learning environment.
* Verbal communication skills, decision making, critical thinking, organizing and planning.

# IT SKILLS

* Operating Systems : Windows home / XP / 2000 / 98
* Applications : MS- Office, Internet Applications, Emails, Tally 6.8, 7.2

# VISA DETAILS

* Visa Type : visit
* Visa validity :up to June 2018

# PERSONAL INFORMATION

* Date Of Birth : 01/09/1987
* Nationality : Indian
* Marital Status : Single
* Permanent Address : Lucknow, India
* Languages : English, Urdu, Hindi
* Presently : In Dubai
* References : Will be readily furnished upon request

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

**DATE: 16.04.18 ADEEBA**