**SINSA**

**Sinsa-392435@2freemail.com**

**CAREER OBJECTIVE:** Looking for a permanent post as a teacher in a Montessori School where I can utilize my skill as a teacher in a creating a loving learning environment for the children and encourage them to be creative and active.

# Highlights

* Degree holder having more than 6 years’ experience in UAE
* Knowledge in MS Office, Photoshop, Outlook, ERP etc
* Worked as HR Assistant/executive, Purchase Assistant, receptionist

# CERTIFICATE

* **IMTTI** - Diploma In Montessori Teachers Training from International Montessori Teachers Training, Bangalore (2018-2019)

# ACADEMIC QUALIFICATION

* DEGREE- Bachelor of Business Administration(BBA)
* HGHER SECONDARY- Humanities

# PROFESSIONAL EXPERIENCE

1. **Organization: Shanti Juniors, Vidhyanadhapura, Bangalore, India ( December 2018 to June 2019) Job Title : Teacher Assistant**

## Responsibilities:

* + Introduced Children with the appropriate Montessori Materials.
	+ Instructed appropriate guidance and discipline technique with the children.
	+ Ensured to maintain a clean, orderly classroom and school.
	+ Observed students’ performance and document both positive and negative points.
	+ Instruct student under direction and guidance of teachers*.*

# Organisation:Sunrise city supermarket, Dubai Industrial City, UAE (January2015 to April 2018) Job Title: HR Assistant/ Executive

## Responsibilities:

* Assisting HR for staff Duty assignment and their time schedule.
* Assisting HR for the new staff recruitment and interview.
* Assisting HR for problem solving meeting and general awareness classes with staffs.
* Assisting HR for staffs work progress and their internal ability improvement speeches.
* Assisting HR for Random inspection in staff accommodates to find their hygienic level and living condition.
* Conducting Food Hygienic classes for entire staff.
* Preparing document for staff insurance (Life, accident, Medical).
* Preparing staff leave and final settlement.
* Preparing staff salary through WPS System.
* Good Knowledge for tenancy registration, license renewal and other license related permission (Food,Building,MunicipalityDept.Etc)
* Good knowledge in document preparation for new staff visa (Labour and immigration)
* Well aware about visa stamping procedure after the new staff entry.(Medical, Emirates ID, Insurance, etc)
* Keeping staff related document up to date. (Passport, work permit card, Visa, OHC, Access card, insurance, EHS card, Sharjah OHC, Security card etc.)
* Keeping staff important documents with highly confidential in system.
* Good knowledge about Government offices in Dubai.
* Good knowledge in Mulkiya Renewal, vehicle insurance etc
* In addition to that handling day to day affairs of the HR Department

# PURCHASE ASSISTANT (November 2013 – December 2014)

* Preparing LPO for shop requirements.
* Receiving daily item wise sales report to place new orders.
* Item wise price checking and its availability in whole sale market.
* Preparing offer/promotional flyers for improve business.
* Meeting with our supermarket back ends for the better output,
* Enquiring about the new offer and promotion with company sales representatives.
* Negotiating with company officials for shelf rents and item listing payments.

# FRONT DESK CLERK/ RECEPTIONIST (April 2012 – November 2013)

* Receiving phone calls and to transfer to the concerned persons.
* Transferring cheques to the concerned company representatives.
* Keeping staff attendance list properly.
* Arranging meeting or schedule meeting with concerned department head.

# Organisation: Wales Group of Institution, Kannur, Kerala, India (2007-2008) Job Title: Receptionist

## Responsibilities

* Receiving phone calls and to transfer to the concerned persons.
* Keeping staff attendance list properly.
* Handling petty cash book
* Files maintenance & documentation, work on computer.
* Assisting in arranging the official meeting and conference.
* Couriers and dispatches, stationary requirement and per stock to maintain/monitor wastage.

**COMPUTER SKILLS:** DCA, TALLY, PHOTOSHOP, MS OFFICE, AUTOCAD

# PERSONAL INFORMATION

Date of Birth: 11th February 1989 Nationality: Indian

**LANGUAGES KNOWN:** English, Hindi, Malayalam