**Gulfjobseeker.com CV No:** **458580**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

**Position Applied For: Assistant Teacher, Teacher, Office Staff**

**OBJECTIVE:**

**To seek for an employer who is considerate of the development of a person’s well being, highly responsive to the needs of a person not only physically but psychologically, emotionally and financially as well.**

**Skills and Competencies:**

* **11 years of work experience in the Philippine Government Education Department**
* **Bachelor Degree or equivalent qualification and professional specialization in education**
* **Excellent communication and interpersonal skills**
* **Team player with ability to manage cross group**
* **Computer Literate (MS Word, Excel, Internet Application)**
* **Quick Learner, trustworthy and hardworking**

**Educational Qualification:**

* **Bachelor of Elementary Education with units in Masters in Administration and Supervision**

**Ramon Magsaysay Memorial Colleges**

**General Santos City, Philippines**

**Work Experience:**

 **Rockland Facilities Management Services LLC**

 **Room 114, Al Moosa Bldg.**

 **Oud Metha Road**

 **Dubai, U.A.E**

 **March 2008 to present**

**Job Description:**

* **Keeps all documents and records properly filed to facilitate easy and fast retrieval of data.**
* **Receives and sends email and fax messages.**
* **Receive and answer calls for inquiries.**
* **Noting details of inquiries and other information and relayed it to the manager.**
* **Send reminders to clients regarding interview and flight schedules.**
* **Any other matters assigned by the management from time to time.**

**TEACHER**

**Alabel Central SPED Center**

**Department of Education, Philippines**

**September 12, 1996 to 2007**

**Job Description:**

* **Prepares lesson plan on what subject matter and objectives should be taught on the day.**
* **Conducts counseling to the parents as well as to the child.**
* **Submits monthly report about the progress of the learning of the child.**
* **Conducts parenting/Homeroom meetings with parents, discussed with them the policy and regulations of the school as well as their responsibilities.**
* **Conduct one on one meeting to the parents.**
* **Initiate projects assisted by parents for the children to be used in the school.**
* **Teaches English, Mathematics, Science, Geography.**
* **In-charge as school coordinator in Boy Scout of the Philippines: do some planning for the school year activities for the boys as well as the teachers, trained boys to become an active Boy Scout.**
* **In-charge as School Science Coordinator: do some planning for the whole year activities in Science.**
* **Receives and issue receipts to parents who paid their school obligations.**
* **Submits monthly reports to the principal.**
* **Served as facilitator during the School, District and Division Seminar Workshops in English, Math and Science.**
* **Served as school reading teacher to the least learned pupils.**
* **Served as facilitator during the School, District and Division Seminar Workshops in English, Math and Science.**
* **Served as school reading teacher to the least learned pupils.**

**Personal Details:**

 **Date of Birth : July 6, 1970**

 **Sex : Female**

 **Citizenship : Filipino**

 **Status : Married**

 **Language known: English, Tagalog**