|  |  |  |
| --- | --- | --- |
| photo (1)**Neema**  **Montessori / Ecde Teacher /Special Needs Experience / Customer Service**  **E-mail:** [neema.164507@2freemail.com](mailto:neema.164507@2freemail.com) | |  |
| **Profile** | Highly efficient, effective and committed kindergarten teacher responsible for providing a Montessori classroom/instructional program that supports the individual needs of the children.  Responsible for working with children who have disabilities, including cognitive, emotional, or physical disabilities.  Teaches disabled youth life skills and basic literacy and modifies general education curriculum to meet the child's needs.  Knowledge of child cognitive development and different learning styles and capable of providing best teaching methods.  Flexible and have the ability to adapt to changing conditions; ability and good judgment to take initiative to modify activities.  Committed personality and a quick learner dedicated to child development and volunteer work. | |

|  |  |  |
| --- | --- | --- |
| Education |  | |
| Montessori Certificate in Pre – School Teaching, Modern New Montessori College, Kenya, August 2017 | | |
| **Diploma in Customer Service**, Air Travel and Related Studies Centre **2004** | |  |
|  | |  |

|  |  |
| --- | --- |
| Areas of Expertise |  |
| * Early Childhood Intervention * Role Playing * Use of Manipulative * Thematic Units * Student Motivation * Parent – Teachers Meetings * Cooperative Learning * Individualised Education Plans * Child Assessment | |
|  | |

|  |  |  |
| --- | --- | --- |
| Career Snapshot |  | |
|  | | |
| **Intern Teacher for Nursery Section – JAN – AUG 2017**  The Coast Academy – Junior School, Mombasa, Kenya  **Volunteer in Special Needs School – JAN 2017 – MAR 2017**  Tom Mboya School for Children with Cerebral Palsy, Mombasa Kenya  **Volunteer in Disaster Management – Jun 2016 – DEC 2016**  International Federation of Red Cross and Red Crescent Societies, Mombasa, Kenya  **Customer Service & Sales Representative - Oct 2011 – Oct 2015** | |  |
| DU Telecom, Dubai, UAE | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |

|  |  |
| --- | --- |
| Teaching Experience |  |
| **Intern Teacher for Nursery Section ( Early Childhood ) – JAN – AUG 2017**  **The Coast Academy – Junior School, Mombasa, Kenya**   * Assisting the baby class on children early speech, language and communication. * Assisting in child health and identify potential delays * Reaching milestones at the typical ages as a child develop as a toddler, points to what they want. * Monitoring the child development to find out if the child development is on track. * Teaching them how to sing and different types of music and movement. * Teaching the child to interact with others and observe how they manage other children. * Engage students in maintaining the indoor and outdoor environment as appropriate. * Care for materials, keeping them complete, clean, beautiful, and accessible to children. * Keep environment, storage area and supplies clean, neat and organized. * Regularly rotate, update and expand materials to correspond to student needs. * Make, repair and/or replace classroom materials as needed. * Engage parents and families in their student's learning and acting as an ambassador for the school in the community.     **Handling Children with Special Needs.**   * Assist children with specific learning disabilities, speech or language impairments, mental retardation, multiple disabilities, orthopaedic impairments hearing impairments, autism, traumatic brain injury. * Use various teaching methods to promote learning, including intensive individualized instruction, problem-solving assignments, and small-group work  |  |  | | --- | --- | | Previous Assignments |  |   **Customer Service & Sales Representative –** Du Telecom, Dubai UAE   * Identify, contact and build relationships with prospective customers through a combination of telephone and in-person cold calls, networking and referrals to obtain appointments. * Ensure high levels of customer satisfaction through excellent sales service. * Cross sell products | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Customer Service & Sales Executive**  - Barclays Bank, Kenya   * Identified customer needs and refer them to appropriate banking services which can handle their concern. * Provided assistance for opening account such as savings, current, fixed deposit and corporate accounts. * Issued of Credit card, Chequebooks, ATM card pin, Bank statement and letter.  |  |  |  | | --- | --- | --- | | IT Skills |  | | |  | | | | MS Office (Word, PowerPoint, Internet & E-mail Applications | |  |  |  |  | | --- | --- | | Personal Details |  | | Nationality : Kenyan  Date of Birth :14th February 1983  Languages :English  References :Available upon request | | |

|  |
| --- |
|  |