**Mrs. Namitha**

Dubai



E-Mail**:** **namitha.375549@2freemail.com**



**Objective:**



To pursue a challenging and growth oriented career where my knowledge and skills are useful**.**



**Educational Qualification:**



Bachelor of Arts



**ADDITIONAL QUALIFICATION:**



Diploma in Early Childhood Care and Education (Kindergarten)



**WORK EXPERIENCE:**



|  |  |
| --- | --- |
| **School Name :** | **Nalanda Public School Keekan** |
| **Position** | **:** | Teacher |
| **Duration** | **:** | 1st Jan 2015 till 31st July 2018 |
|  |  |  |



* Planning, preparing and delivering lessons to all students in the class.
* Teaching according to the educational needs, abilities and achievement of the individual students and groups of students.
* Adopting and working towards the implementation of the school development plan of the particular school they are giving service in.
* Assigning work, correcting and marking work carried out by his/her students.
* Assessing, recording and reporting on the development, progress, attainment and behavior of one’s students.
* Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students.
* Participating in arrangements within an agreed national framework for the appraisal of students’ performance.
* Maintaining good order and discipline amongst students under one’s care and safeguarding their health and safety at all times.



 Participating in staff, group or other meetings related to the school curriculum or pastoral care arrangements, for the better organization and administration of the school.



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| --- | --- |
| **Company Name:** | **Gokul Caterers, Mangalore** |
| **Position** | **:** | Receptionist Cum Office Assistant |
| **Duration** | **:** | 1st January 2014 till 31st December 2015 |
|  Helping to coordinate scheduling at catered events. |
|  | Interacting with clients. |  |
|  | Handling reception area. |  |
|  Following up with client for payments. |
|  | Generating invoice. |  |
|  Collecting payments from customers |
|  |  |
| **School Name :** | **Early Childhood Care & Education Baby Land, Mangalore** |
| **Position** | **:** | Assistant Teacher |
| **Duration** | **:** | 1st June 2011 till 30th December 2013 |
|  |  |  |  |



 Planning, preparing and delivering lessons to all students in the class.



 Teaching according to the educational needs.



 Assigning work, correcting and marking work carried out by his/her students.



 Providing or contributing to oral and written assessments, reports to individual students or groups of students.



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| **PERSONAL DETAILS:** |  |  |  |
|  |  |  |
| **Personal Information:** |  |  |
| **D.O.B:** | 16th January 1989 |  |
| **Marital Status:** | Married |  |
| **Visa Status:** | 5th November 2018 |  |
| **Nationality:** | Indian |  |
| **Languages:** | English, Kannada, Malayalam, Tulu |  |
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**I hear declare that the information given above is true to the best of my knowledge and belief.**

