**SHILPI**

**Email:** shilpi.379256@2freemail.com

**C/o-Phone: (M) +971 502360357**

***To channelize my hard earned Professional Qualifications to best use and to be the part of a team of hi-caliber professionals for challenging new assignments and responsibilities, thus sharpening my own professional skills, while at the same time, contributing my best to the overall development of the School.***

An enthusiastic and ambitious Primary Teacher who has high aspirations and is keen to progress within my career. Confident in my ability to deliver curriculum outcomes by planning outstanding lessons that engage her students. I have an extensive experience of teaching in a wide range of classroom settings. Offers a genuine dedication towards children’s cognitive development, innovative lesson planning and activity based teaching. As a true professional I will have no trouble seamlessly integrating within a school's existing traditions and practices. Right now I am keen to join a department and school that are very much on an upward curve. My all out efforts will be to established myself as a resource beneficial for the school by creating a friendly and learning environment with students and teaching faculty.

**Core Competencies**

* Enthusiasm& Innovative
* Parental Communication
* Remedial Coaching
* Activity Devising
* Problem Resolution Energy & Discipline
* Cognitive Development
* Power Point Presentation
* Curriculum Development

**Computer Proficiency /Training**

* MS Excel, Word, MS Power Point, MS Office
* Certification of 7-QC Tools

**Teaching Experience**

**The Royal Academy, Dilshad Garden, Delhi (April 2014 to March 2016)**

 **Teacher**

 **Key Deliverables:**

* Passion for teaching and solving problems of students.
* Keeping an eye out for pupils who are weak and execute remedial lessons, individually catered for each child’s lacking areas.
* Promoting the learning through activities.
* Preparing lessons according to the understanding level of students and repeating them the next day if needed.
* Developed unique formulas and techniques and enabled students grasping topics easily.
* Related theories to example from daily living activities for students to understand topics quickly.
* Made students comfortable and at ease and encouraged them asking their doubts.
* Keeps good relation with the students and attending parents and teachers meetings.

**Sangat Green Public Higher Secondary School (UP) (March 02 to April 04)**

**Teacher**

**Key Deliverables:**

* Teaching of Math’s, Science and Hindi from I and II class.
* Preparation of Question Papers, Revisionary Tests and Unit Tests.
* Preparation of Worksheets and Assignments for regular assessment.
* Evaluation of Answer Sheets of Written Exams for New Admissions.
* Preparing the students for various cultural activities and school programs.
* Summer Camp organizing Picnics and Excursions.
* Preparing students for moral talks and other Assembly activities.
* Conducting quiz Competitions based on Math’s and General Knowledge.

**CAREER HISTORY**

**Raabta General Trading LLC, Dubai (Jan 2017-Till Present)**

 **Administrative Manager**

 **Key Deliverables:**

* Received and process order from customers.
* Communicating with customers for developing new and customized designs.
* Coordinate shipments & updating customers on regular intervals.
* Handling billing process and ensuring compliance with international trade
* Ensure the documentation is done related to import.
* Handle petty cash, floats and expenses.
* Filed and recorded corporate documentation, electronic files, inventories and reports.

**BINARY BULLS (INDIA) PRIVATE LIMITED, Delhi (Oct 2012– March 2014)**

**Administrative Manager**

**Key Deliverables:**

* Advance an interactive and technologically based media to build communication between the onshore and offshore clients.
* Determine new opportunities by analyzing business needs
* Supervise the development and implementation of a communication strategy, standards, and practices
* Filed and recorded corporate documentation, electronic files, inventories and reports.
* Created spreadsheets and presentations for executives.
* Maintains electronic records management system for all incoming and outgoing correspondence.
* Coordinated agendas for meetings.

**METLIFE (INDIA) PVT LTD, Noida (Feb 2009–Sep 2012)**

**Sr. Quality Analyst**

**Key Deliverables:**

* Assisting team members working as Quality Analysts.
* Resolution of customer related matters, especially issues pertaining to maturity amount and premium and coding the policy accordingly.
* Preparation of various reports related to quality Audits also identifying the training needs.
* Preparation of Dash board, TM Tool, Route Cause Analysis and provide frequency and event bases feedback, audits, conducting daily huddles.
* Identification of bottom performers and help them come up the curve.
* Imparting training to new trainees in process & motivating the team for performance enhancement.
* Maintaining client relationship and working on customer centricity.
* Proper orientation of work process for smooth operations management.
* Participation with team managers in conducting various FGD sessions with Regional Managers and team representatives towards different issues.
* Working as a MET PAL for Individual line of business, help management in resolving issue related to team, HR issue.
* Helping Ops AM in his Yellow Belt Project on Quality.
* Management of and maintaining updates for process
* Handling a team of 19

**STERIA (INDIA) PRIVATE LIMITED), Noida (Feb 2008 – Feb 2009)**

**Process Associate**

**Key Deliverables:**

* Enquiring for water account of customers and actualizing the issues in the account and giving correspondence by Email.
* Maintaining excellent client relationships and ensuring deadlines.
* Imparted the aptitude to perform in a competitive work environment.
* Attained quality targets with client specific recommendations.
* Drafted various productivity and incoming volume reports in MS Excel

**Educational Credentials**

* **Bachelor in Education** (**Commerce**) from **MDU** Rohtak in 2012
* **Master of Business Administration**(**Finance**)from **IMT** Ghaziabad in 2010
* **Master of Commerce** from **C.C.S University** in 2005
* **Bachelor of Commerce** from **Delhi University** in 2002
* **12thfrom** NVM Dilshad Garden in 1999
* **10th from** NVM Dilshad Garden in 1997

**Personal Particulars**

Date of Birth : 24th September, 1981

Marital Status : Married

Nationality : Indian

Bilingual : English, Hindi

Visa Status : Company Employment Visa

 **(Shilpi)**