# Prince

# Career Summary

* I have two years of Experience as Administrator and Correspondent
* Worked as a Head of the Department and Assistant Professor for three years
* Worked as Teacher for English for five years
* Works as a Clerk cum Customer Service Officer at Emirates Exchange

# Education

* MSW in HR form Bharathi Dasan University, Tamil Nadu, 2016, India
* Post Graduate Diploma in Airline, Tourism and Hospitality Management, Punjab Technical University, 2011, India.
* Computer Reservation Systems, Journeys World, Cochin, 2010, India
* Bachelor of Arts in English, Calicut University, 2009, India

# Work Experience

**Administrator and Correspondent** July 2016-Jan 2018

Don Bosco English Medium School, Jogipet, Telangana, India

* Assisted Head Master in Management, Implementation of Policies, Day to day functioning and routine operations of the school
* Handled administrative tasks such as Scheduling, Filing and Reporting
* Interview, Recruitment and Appointments.
* Handled confidential correspondence, files and other documents and information
* Payroll Management
* Maintained and updated workflow calendar for staff and students
* Training and development, performance monitoring and employee counseling

**Head of the Department and Assistant Professor** Oct 2011-May 2014

Pasumpon Muthuramalinga Thevar Collerge, Madurai, TN, India

* Teaching and coaching students to become an airline staff
* Endured appropriate monitoring analysis and evaluation of Education
* Managed and supported staff with physical resources
* Provided professional leadership to staff in areas of responsibility
* Regularly evaluated programs to ensure curriculum objectives are achieved
* Worked cordially with department staff, senior management, other HODs, and Parents
* Assisted Principal to ensure good professional practice, standards and quality of teaching
* Advised and contributed to the curriculum development under the guidance of the education officer

**Teacher** Jun 2005-May 2010

St. Mary’s English Medium School Antarvedi, Andhra Pradesh, India

* Taught English subject as per school curriculum
* Taught Spoken English to enhance to students ability to communicate in English
* Worked as the Head of the English Club
* Created lesson plans and tracked students’ progress
* Enforced classroom rules and maintained discipline
* Encouraged the student to learn better and assisted in their difficult times
* Ensured students participation in every class by asking them questions and encouraged them to ask questions
* Classes were handled with periodical feedback form students and parents to create the best learning atmosphere.

**Clerk cum Customer Service Officer** Jan 2018 to Present

Emirates India International Exchange, Abudhabi, UAE

* Punching Transactions as per CBUAE
* WPS
* EDD, CDD and AML Reports
* Managed and Handled cash and maintained error free transactions
* Purchase and sale of Foreign currency and blocked fake currencies
* Followed up day to day transaction to ensure all transfers reached on time and rectified issues which was delayed

# Highlights

* Thorough knowledge of UAE Labour Law
* Excellent Communication abilities and full of tact.
* Critical thinking and logical analyzing skills and acumen.
* Self-motivated, with supreme and loyal dedication.
* Astonishing team working and building skills.
* Fantastic interpersonal skills and presentational sagacity.

# Personal Trivia

Nationality : Indian

Date of Birth : 14 Jan 1986

Marital Status : Single

Gender : Male

Languages Known : English, Malayalam, Telugu, Tamil and Hindi Visa Status : Visit

Availability : Immediately

Personal Contact : [prince-397404@2freemail.com](mailto:prince-397404@2freemail.com)

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686