

CURRICULUM VITAE



SHIRIN SHAIKH

Dubai

UAE

Contact No: 0528670629, 0561040069

EDUCATIONAL QUALIFICATION:

MBA - MARKETING & HR

PROFESSIONAL ACHIEVEMENTS:

- **British Council:** IELTS (Academic & General Module)
- **ING Life:** Certified trainer – Life Insurance
'Well Done' award. Awarded by the VP-sales for 'People Development' (Training)
- **JSS Private School:** 'Best Class management' award.
- **Frankfinn Institute of Airhostess Training:** Highest conversion from prospects to admissions.

WORK EXPERIENCE:

1. **Company Name:** - Springdales School, Dubai
Designation: - School Secretary cum Communications Executive

Job Profile:-

Administrative

- Ensure that the administrative and clerical tasks are undertaken in accordance with agreed policies, procedures and appropriate legislation.
- Preparing the agendas for meetings, ensuring that all necessary items have been received, prepared and distributed as required.
- Establishing and maintaining appropriate filing and record systems.
- Managing and reviewing filing and office systems and implement improvements where necessary.

- Determining priorities as appropriate and ensuring deadlines are achieved for the schools across sections.
- Preparation of duty rota for teaching staff.

Branding & Communication

- Ensure all correspondence sent out from the Principal's office is branded in correct format and font.
- Updating of Face book and D6 communicator on a daily basis.
- Liaise with the concerned on behalf of the marketing team as an extension to the events held in the school and outside.
- Collate and assist in the publishing activities of the Yearbook, Newsletter, Booklets and other publishing.

Coordination Activities

- Liaise with teaching & non-teaching staff and respond to enquiries on matters related to the academic heads.
- Providing complete support with regard to the gathering of evidence or for any other requirements during KHDA.
- Work collaboratively with the leadership team and the subject staff.
- Coordinate with the admin manager during staff training days (CPD) venue/refreshment/equipment and any other requirements.

2. Company Name: - JSS Private School, Dubai.

Designation: - Teacher

Job Profile:-

- Preparing the lesson plans in accordance with the KHDA
- Drafting the newsletters and weekly reports for the school website.
- Presenting the curriculum using the various teaching techniques.
- Coordinating the class assemblies across sections and maintaining the records of the same.
- Preparing and guiding students on various projects and assignments to evaluate their progress.
- Discussing individual progress and concerns with the students and parents.
- Maintaining the registers on curricular & co-curricular activities as prescribed.
- Assisting the students in tasks such as sports, excursions, assemblies and concerts.
- Maintaining discipline and conducting regular assessments of students.
- Teaching English, math, EVS, social science and value education.

3. Company Name: - ING Life Insurance Co. Ltd.

Designation: - Branch Training Manager

Job Profile:-

- Training and coaching the agents on knowledge and skill to enhance new agent productivity through classroom interaction, joint field work and individual counselling.
- Conduct training sessions on product and processes for sales managers as well as for agents.
- Supporting probationers in clearing their probation through Joint Field Work (JFW) for recruitment and sales calls.
- Work in close coordination with sales unit on activation of new and inactive agent base of the branch.
- Working closely with the Sales Unit in training, coaching and hand holding the sales managers with the objective of increasing the productivity of the Unit.
- 50 hrs IRDA training for the advisors-requirement for pre-recruitment exam conducted by the Insurance Institute of India.
- Providing adequate support in conducting Customer Meets, Worksites during various specialized initiatives for Branch Retention .As a support function, counselling & motivating the sales force to achieve the sales target.
- Conducting timely refreshers to keep the team updated.
- Delivering the business opportunity seminar to the people who are looking for a career as an insurance advisor.
- Launching the new products and various contests for the sales team.

4. Company Name: - Frankfinn Institute of Airhostess Training

Designation: - Academic Counselor/Business Development Executive (Marketing)

Job Profile:-

- Visiting the colleges in the area to provide the institute/course information through presentations.
- Providing information to the prospective students about the program.
- Educating new and continuing students about the course plan and the registration process.
- Maintaining administrative documents and confidential student records for integrity, accuracy, decision making and further reference.
- Assisting students to identify their academic values and goals, consistent with their capabilities, interests, and educational backgrounds.
- Participating in on and off campus events promoting the institute.
- Being accessible and available to students to respond to their questions and concerns.
- Clarifying academic policies, institute regulations, program requirements, procedures, and other institute information.
- Maintaining professional integrity, confidentiality, respect, and sensitivity in advising.
- Respecting students' individual needs and diversity.

PERSONAL TRAITS:

- Excellent communication & Presentation skills.
- Good leadership quality & convincing ability.
- Team Player & Adaptable nature

PERSONAL PROFILES:

Name : Shirin Shaikh
DOB : 29th July 1984
Languages Known : English, Kannada, Hindi, Urdu, Konkani & Marathi.
Nationality : Indian
Visa Status : Spouse Visa
Email-id : shirinshaikh29@gmail.com

References:

- Mr. Julian Williams, Contact No: 043381311
Principal, Springdales School, Dubai
- Ms. Farahnaz Soonawalla, 0506975582
Head of School, Springdales, Dubai
- Mrs. Chitra Sharma, Contact No: 043446419
Principal, JSS Private School, Al Safa, Dubai

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Dubai

Date:

(SHIRIN SHAIKH)