

CURRICULUM VITAE

Name : Fathimathul Sindiya Ashraf
Address : 'REMY PALACE', Kadirur,
Kannur, Kerala, India
Contact : +919961806555
Email : sindiyanajeeb03@gmail.com
Apply for : Teacher.



PERSONAL DATA

Nationality : Indian
Sex : Female
Marital status : Married
Date of Birth : 03-04-1985

EDUCATIONAL DETAILS

2000: SSLC- Rani Jai Higher Secondary School- 73%

2002: Higher Secondary- Science Stream – MMHS, Thalassery - 68%

2003: Diploma in Information Technology (DIT)- Sikkim Manipal University of Health, Medical & Technology- 72%

Certified in Graphic designing (Norka Roots, Govt of Kerala)

Certified in Medical Transcription (Keltron – Govt of Kerala Undertaking)

2016: BSS Diploma in Montessori Course -76%

CAREER OBJECTIVE

To seek challenging position in the stimulating environment envisaging personal growth and career development and associating it with an organization that provides ambience for learning and professional growth. A self- starter, multitasker, an organized, efficient, ambitious and team-oriented person, have strong attention to detail, work ethics and capable of dealing people diplomatically. Excellent at maintain positive flow of communication between departments.

PROFESSIONAL QUALIFICATION

Part Time Data Entry Operator at Akshaya e-Centre Peralassery.

2012- 2013: Worked as Medical Transcriptionist in Transvocis Kannur.

2015 - 2020:- KG Teacher in Mount Guide International[CBSE].

2021:- currently working as a co-ordinator (primary section) in Mount Guide International.

SKILLS & STRENGTH

- ❖ Fluent in written and spoken English
- ❖ Workload planning
- ❖ Technical expertise
- ❖ Leadership/man management
- ❖ Communication/ interpersonal skills
- ❖ Client relations
- ❖ Cultural understanding
- ❖ Motivated and dynamic
- ❖ Activity planning
- ❖ Training, managing & motivating subordinates
- ❖ Attention to detail
- ❖ Team work
- ❖ Quick learner
- ❖ Fluent in Hindi, Malayalam & Arabic (Reading& Writing)
- ❖ Proficient in MS Office-Word, Excel, Powerpoint.
- ❖ Operating systems: Windows 8/7/Vista/XP

WORKSHOPS ATTENDED

- ❖ LEAP (Life Enhancement And Activation Programme) held on 13th December 2019 at SIGN HRD institute Wayanad
- ❖ English Language Enhancement Programme conducted by BRETS Academy Thrissur held at Mount Guide International School on 13th July to 15th July 2019
- ❖ Attended the seminar on “Global Trends of Curriculum and Practice in ECE’ conducted by Early Childhood Association, India on 1st October, 2016
- ❖ On-Hand Orientation For Online Educators.
- ❖ Has successfully participated in an intensive educator to ensure human connection in virtual classroom. The course was titled On-hand Orientation For Online Educators.
- ❖ Has successfully participated in the Online workshops on Competency Based Education (subject Competency & Art Integration) conducted by Oxford School, Trivandrum for Bharat Sahodaya.

DECLARATION

I here by declare that the above particular of facts and information stated are true, correct & complete to the best of my belief & knowledge. I understand the position also requires a

candidate who works well under pressure, and is able to deal with people in departments throughout the firm. These are skills I developed both in my course of work and trainings. I am confident that I can perform the job effectively.

If you would like to schedule an interview, please call me at +919961806555. I will be available at your convenience.

Looking forward to hear from you.

10 - 03 -2021
Kerala

Thanks & Regards,
Fathimathul Sindiya Ashraf
sindiyanajeeb03@gmail.com

