Sumaya Rajab

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| Professional Profile | | |
| Ambitious and energetic Assistant Teacher with 8 years’ experience in compassionate instruction and development of students. Possesses excellent communication and problem-solving skills and aims to help the management in planning, executing and evaluating all the administrative activities by utilizing the current work experience. | | |
| Highlights | | |
| * Experience in child care management * Deep knowledge of Administrative process * Ability to manage deadlines and handle change * Ability to regulate filing system * Communication and interpersonal skills * Problem solving and thinking outside the box | | |
| Education | | |
| 2019 |  | Bachelor for Business Administration  *Arab Open University* |
| 2009 |  | Secondary School Certificate  *AlWafaa Secondary School* |
| Relevant Work Experience | | |
| 2016 – Present |  | Teacher Assistant  *British School Bahrain*   * Assist with planning and implementing developmentally appropriate activities and strategies which support the educational, social, and emotional development of the students * Schedule and work with students individually and in small groups to review and reinforce learning, complete assignments and improve overall performance * Adapt learning activities and materials to meet individual needs * Organize lesson materials, equipment and the classroom environment for an optimal learning experience * Maintain detailed records of students' progress * Provide regular feedback on each student to teachers * Supervise students between classes, during break and lunch * Assist with extra-curricular activities, school events and field trips |
| 2011 - 2016 |  | Administrator  *AlHanan Preschool*   * Handled inquiries and parent needs * Manage enrollment inquiries * Maintained employee and children’s records * Coordinated in Classroom with Children * Manage marketing * Prepared and maintained time-keeping records of staff * Ensured all safety measures and standards are followed as per government norms * Worked on the required reports from the ministry of education |
| Training 2019 – Summer job Admin Assistant  July - August *Bapco*   * Schedule meeting * Record data entry: overtime / students information and uniform return reminder * Prepare training badges (H2S) * Answer phone calls and taking notes * Send official emails to employees/managers/ GMs and coordinate site visits * Participate in meetings with the department manger * Follow up with employees for: home address / registering in courses  Professional Certificates | | |
| Ongoing |  | **CIPD** **(level 5)** |
| 2015  2014 |  | CIPD (level 3)  The professional body for HR and people development  **Diploma in Counseling**  Institute of Counselling - Glasgow, United Kingdom |
| Interests Photography is my passion. I enjoy it immensely and time flies whenever I am behind the camera lens. The idea of highlighting the beauty where it can be hidden gives me so much happiness.  As well, in my free time I spend hours learning on the “Adobe After Effect”, I have make videos for my family and friends. | | |