



NEHA TABASSUM

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15th villa, 23C Street.
Jumeirah 1, Dubai
Visa status: Family Visa

CAREER OBJECTIVES

Seeking a challenging and innovative role where high level of learning as well as possibility of rendering qualified service, availing best of my skills and abilities is involved and perform to the best of my ability in any task given by utilizing my hard earned skills for the excellent development of the company and self.

WORK EXPERIENCE

- Worked as an **Assistant Teacher** at Aryan English Medium Higher Primary school, Kalaburagi (Karnataka).
(01-06-2022–31-01-2023)
 - Planning extra curricular activities
 - Monitor individual student progress.

- Worked as a **Trainer** in Techno Park Academy, Kalaburagi.
(05-01-2019–31-12-2021)
 - Providing coaching classes training to 10th std students for the subjects such as Science and Mathematics.
 - Job responsibility includes providing professional training to students.
 - Training for courses such as Tally ERP–9.0, Basic Computer Courses, Desktop Publishing, Spoken English and Kannada Nudi 5.0.
 - Have also handled administrative duties as & when required.
 - Provided Courses De moto students while visiting colleges & universities.

- Worked as a **Maths Teacher (Grades-6&7)** at Kayaka Foundation Primary & Residential High School, Kalaburagi (Karnataka).
(01-06-2017–30-12-2018)

- Planning lesson plan as per the grade levels.
- Planning and implementing Maths teaching strategies.
- Conducting exams.
- Use to maintain the School registers with all the High School Annual Records.

➤ Worked as a “ **Cashier**” in Zara Electrical sand Contractors, Kalaburagi (Karnataka).
(01-04-2016–30-5-2017)

- Cash Handling & maintaining the journal (Cash Book).
- Job responsibility included of searching for feasible tenders in the market.
- After the finalization of the tender, preparing the quotation and to be sent to the contractor.

➤ Worked as an **English Teacher** in Brainy Stars English Medium School.
(01-06-2015–31-03-2016)

- Carried out teaching for classes from 7th–9thstd.
- Worked as an in charge coordinator for all the High school Teachers.
- Responsibilities also included of Event Organizing on the School Annual Day.

ACADEMICQUALIFICATION

Course	Subject	Board/University	Year	Score
B.Ed.	Mathematics/Physical Science	Gulbarga University	2022	Distinction
M.Sc.	Mathematics	Gulbarga University	2018	First Class
B.Sc.	Computer Science	Gulbarga University	2016	Distinction
Plus Two	Science	Department Of Pre-University Education	2013	Second Class
SSLC	General	Karnataka Secondary Education Examination Board	2009	First Class

STRENGTH & EFFICIENCY

- Punctual by nature, adaptable, a good listener and a quick learner.
- Hardworking, sincere, honest, extrovert with good communication skills, flexible and ability to access any given situation and deal with it accordingly.
- Willingness to learn, confident to shoulder new responsibilities, positive attitude.
- Self-motivated and determined to succeed.

SOFTWARE SKILLS

- MS-Office 2013 (MS Word, Excel, Power -point)
- Tally ERP 9.0 with GST
- DTP (Page Maker, Photoshop)
- Knowledge Of Internet Browsing
- Kannada Nudi etc.

PERSONAL PROFILE

- Husband's Name : Mohammed Meraj
- Gender : Female
- Date of Birth : 07-07-1993
- Religion : Muslim
- Nationality : Indian
- Languages Known : English, Hindi & Urdu

PASSPORT DETAILS

- Passport No. : W8885108
- Date of Issue : 20-12-2022
- Date of Expiry : 19-12-2032
- Place of Issue : Bengaluru

DECLARATION

I declare that above mentioned details are true to the best of my knowledge and belief.

Place : Dubai

Neha Tabassum