

# TARANNUM SHAIKH

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ADDRESS: Squatters Colony, Malad (East), Mumbai – 400097  
Maharashtra, India.

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## PROFILE

An organized professional with proven teaching, guidance, and counseling skills. Ability to be a team player and resolve problems and conflicts professionally. Looking to contribute my knowledge and skills in a Organisation that offers a genuine opportunity for career progression.

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## WORK EXPERIENCE

### Academic Counselor – Safal Teachers Training

#### September 2019 to till date

- Taking admissions, Inquiry and responsibilities of development and educational counseling.
- Handling branch and scheduling daily activities by coordinating with faculties & students.
- Teach classes and present self-help or information in the development, evaluation, and revision of programs.
- Prepare reports on students and activities as required by administration.
- Study and update students records
- Conduct group and individual counseling sessions to assest students with problems or concerns.

### Day Care Co – Ordinator – Kidzee Pre School

#### August 2018 to April 2019

- Managing activities and solving any issues that may arise.
- Communicate with parents regarding children's progress.
- Meet with management regarding program status and updates.
- Responsible, punctual, and organized.
- Handling enquiries and taking admissions.

### School Co-ordinator – Green Bell preschool

#### May 2016 to 30<sup>th</sup> April 2018

- Develop student abilities, interest, and co-ordinate through mode of creative activities.
- Conduct extra – curriculum activities like supporting school concerts, sports, Excursion along with special interest programs.
- Maintaining proper records of stationary and the materials used by teachers.
- Attendance entered into management system.

## **Pre-Primary School Teacher – Green Bell Pre School**

### **April 2014 to April 2016**

- Use a variety of activities and instructional methods (songs, stories, media, structured games, art, outdoor activities etc) to motivate and stimulate children's abilities.
- Maintaining records, monitoring and recording progress.
- Read books to entire classes or to small groups.
- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.

### **Home Tutions from 1<sup>st</sup> to 08<sup>th</sup> Grade – 2008 to 2014**

- Employ proven study aides to prepare for upcoming tests and quizzes.
- Take notes during tutoring sessions so you can follow up with the student later.
- Communicate with parents/guardians about trouble areas or any other issue that requires attention.

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## **QUALIFICATIONS**

- B.A (Arts) degree in Sociology and Economics from Mumbai University.
- HSC Passed from Patkar Varde College of Arts & Science.
- SSC Passed from J.A. Meghani English High School.

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## **CERTIFICATIONS**

- Govt Certified Course of ECCED (Early Childhood Care Education Diploma) in the year of 2019.
- Govt Certified Course of Phonics Teachers Training in the year of 2019.
- Govt Certified Course of PSM (Pre School Management) in the year of 2019.
- Certification of Social Service – Helpage India.
- Certificates of Achievements.

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## **PERSONAL PROFILE**

- Female
- Married
- Passport no – U4178539
- Husband name – Salman Shaikh
- Husband Contact no +971 555768896
- Language Known – English, Hindi
- Nationality – Indian
- Hobbies – Reading books, Cooking.

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## **DECLARATION**

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date :

Place :

(TARANNUM SHAIKH )