

**NESEEDA BEGAM G.A**

**Mob: 056 599 79 65**

**Email:**[naseedamasood246@gmail.com](mailto:naseedamasood246@gmail.com)

**Address: Al Nahda, Sharjah Dubai, UAE**



### **EXECUTIVE SUMMARY:**

Dynamic and motivated professional with a proven record of generating and building relationships, managing projects from concept to educational strategies, and coaching individuals to success. Skilled in building cross-functional teams, demonstrating exceptional communication skills, and making critical decisions during challenges.

- ❖ Possesses proactive attitude, capability to think in & out of the box. Excellent interpersonal and organizational skills with proven abilities.
- ❖ An effective communicator with excellent problem solving, analytical and interpersonal skills; adaptable and a quick learner; possess skills to work under pressure.

### **PERSONAL INFORMATION:**

- ❖ **Date of Birth** : 10 May 1982
- ❖ **Nationality** : India
- ❖ **Religion** : Islam
- ❖ **Gender** : Female
- ❖ **Marital Status** : Married
- ❖ **Visa Status** : 20 April 2022

### **EDUCATION:**

- ❖ **ARABIC COURSE** - Afzal-ul-Ulama Preliminary Exam Calicut University (2006)
- ❖ **P.U.C (H.E.B.A)** - Govt. P.U College - Karnataka (2002)
- ❖ **S.S.L.C** - Govt. High School – Kerala (2000)

### **WORK EXPERIENCE:**

- ❖ Worked for FATHIMA TRAVELS, HOSANGADI, MANJESHWAR - KERALA. (1 Years)
- ❖ Worked for A.J.I SCHOOL, As TEACHER - KASARAGOD, KERALA - INDIA. (3 Years)
- ❖ Worked for ISLAND ENGLISH MEDIUM SCHOOL, As TEACHER, KERALA – INDIA. (2 Years)

#### **Duties and Responsibilities:**

- Attend the morning assembly daily on time.
- Address the students on moral principles, social and environment issues.
- Maintain the Teacher's Diary regularly with the lesson plan.

- **Worked for BAYAAN INSTITUTE As Front Office Receptionist -KASARAGOD – KERALA. (2 Years)**

**Duties and Responsibilities:**

- Greet clients and set a positive office atmosphere.
- Answer the phone, take messages, and redirect calls to appropriate offices.
- Organize and maintain files and records; update when necessary.
- Create and maintain updated documents and spreadsheets.
- Oversee the sorting and distribution of incoming mail.
- Prepare outgoing mail (envelopes, packages, etc.)

**ADDITIONAL QUALIFICATION:**

- ❖ M S Office.
- ❖ Fundamental of Computer.
- ❖ D.T.P.
- ❖ Tally. C++.
- ❖ Teaching Effect.

**PROFESSIONAL SKILL:**

- ❖ Typing 38% words per minutes with 100% Accuracy
- ❖ Proficient User in Microsoft Office
- ❖ Strong decision maker
- ❖ Communication Skill
- ❖ Interests: Reading, Travelling

**LANGUAGE:**

- ❖ English
- ❖ Hindi
- ❖ Urdu
- ❖ Malayalam
- ❖ Kannada
- ❖ Tulu
- ❖ Arabic (Basic)

**DECLARATION:**

This is to declare that I Neseeda Begum G.A hereby testify that all the above information provided is true to the best of my Knowledge. I believe that my enthusiasm, eagerness, commitment and proactive nature will be best utilized in building a holistic work environment resulting in continued success.

Date :

Place : Sharjah

**NESEEDA BEGUM G.A**