



JASEELA R .Y

Abu Dhabi

Mobile No: 0525199781

Email: jaseeljasee@gmail.com

OBJECTIVE:

To work in a challenging and fast Based environment, utilizing my current knowledge and creativity. I possess interpersonal skills and the ability to work well in a team or individual environment .To pursue a steady and successful career in a challenging environment & seeking a position to utilize my skills and abilities that offer security and professional growth and also to get an exposure to the Administrative sector.

Skills

- Programming Languages - C, C++, Html, CSS, SQL
 - Microsoft office - Excel, PowerPoint, Word
 - Operating system - Windows, Fedora, Linux, IOS, Android
 - Internet Application
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Experience

School Admin/Teacher - Oxford International School, Bangalore

JULY 2018 – JAN 2020

- Working knowledge of basic computer hardware, software, networking, and information systems.
- Seek assistance for students who are consistently performing below grade level.
- Help students analyze and improve study methods and habits.
- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Assess the overall administrative needs of the school office.
- Manage the day to day activities of the school office by ensuring that they are all in order.
- Develop and implement academic programs and constantly check their efficacy.
- Observe students to make sure that they are performing well and address any issues that they may have.
- Handle inventory and record-keeping duties.
- Perform other duties as assigned.

Education

Bachelor of Engineering (Computer Science)- Don Bosco Institute of Technology ,Bangalore [2018]

Pre-University Course (PCMB) - Baldwin women's Methodist College, Bangalore [2014]

SSLC - Nirmala Girl's High School, Bangalore [2012]

Activities

- Henna Designing
- Creating YouTube videos
- Travelling
- Listening to Music

Passport Details

Passport No: U3947788
Date of Issue: 13/08/2020
Date of Expiry: 12/08/2030
Place of Issue: BANGALORE

PERSONAL DETAILS

Date Of Birth: 16/09/1995
Sex: Female
Marital Status: Married
Father Name: YOUSUF R.P
Husband Name: ASHAR
Languages Known: English, Hindi, Malayalam, Tamil, Kannada, Urdu, Arabic(read & write only)
Nationality: INDIAN
Religion: Islam

DECLARATION

I hereby declare that the information furnished above is true to best of my knowledge and belief.