Cirriculum Vitae



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# JOB OBJECTIVE

To be an enthusiastic and learned employee and create a coporative environment that is stimulating, comforting and appropriate to help in developing one’s own abilities, creativity and help in developing an successful future as well as to seek challenging assignments and responsibilities and building an friendly rapport in the working environment

# EDUCATIONAL QUALIFICATION

* Completed SSC in March 2013 from Nazareth Convent High School securing 74.40%
* Completed HSC in February 2015 from Thomas Baptista Jr. College securing 76.00%
* Graduated from University of Mumbai in the month of august 2019

VOCATIONAL QUALIFICATIONS • Completed Diploma in Office Automation in December 2008 from St.Angelo’s

Computer Education securing 56.00%

* Completed Diploma in Travel & Tourism Management in July 2017 from IIBMS securing 69.25%
* Completed Diploma in Early Childhood Care & Education in April 2018 from Bombay Teachers Training College securing 66.00%

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## Job Experience

Worked as a class teacher for grade 3 for 6 months at New English high school , India

* Preparing daily class schedule and attendance
* Correction of books and exam papers
* Preparing exam papers and monthly rooster
* Have taught subjects like Science, English, Maths and many more

Worked as Customer care executive for one year at concentric Pvt Ltd from September 2018 to August 2019 in India

* Handling inbound at outbound calls
* Dealing with customer queries through calls, emails and sms
* Handling technical issues
* resolving software and email issues
* Providing support and satisfaction to the clients
* Maintaining customer account and information

Worked for 1 month at Digiphoto as guest associate In Dubai

* Opening and closing accounts daily
* Completing the sales target set forth
* Multitasking

# INTERNSHIP & TEACHING EXPERIENCES

Name of the school Ranina’s Nursery school

Date – 15 January 2017- 15 April 2017 Section–Nursery

* Teaching alphabets with the help of flash cards and through various poems and use of objects around
* Teaching them numbers and shapes with the help of poems
* Assisting the teacher in various co-curricular activities
* Assistance in planning the curriculum Name of the School- Greenlawns High School Date – September 2019

Section– 1st to 3rd

* Involving the children through learning interactive sessions
* Use of different types of charts in the process of teaching
* Concept of maths taught through various games
* Preparation of time-table and organization of events
* Teaching subjects like English literature and Grammar

Name of the School- Navy Children’s School

Date- 9th may 2017 to 12th September 2017

Section- 1st and 2nd

* Developments of the gross and fine motor skills
* Assisting the teachers in teaching various lessons on subjects Like English, Maths ,Hindi & EVS.
* Encouraged to learn new concepts in an innovative manner through the use of smart boards
* Initiating a lot of co- curricular activities
* Preparing lesson plans and curriculum

Name of the School- Cribs to Crayons School

Date-13th October 2017- 19th March 2018

Section–Nursery , Upper and lower

* Activities like play with blocks and clay as well as outdoor games to enhance the fine and gross motor

skills

* Taught stories through the use of smart board
* Making charts and flash cards in order to teach the children
* Various outdoor activities and music sessions
* Teaching poem through actions

Add On Courses:

* Information Technology in Early Childhood-MS- Word, Powerpoint and excel
* KAEdu Associates (Puppetry, Drama, Read aloud)
* Artist-in-Me Pidilite
* Certified in Vedic Math International
* Merit Awarded By Wilson College For Third Highest in HSC Examination Extra-Curricular Activities:
* Beach Clean-up drive
* Participated in Group singing in college
* Participated in various Sports
* Organised various Entertainment Programmes in College and Cultural Level
* Participated in Puppet Competition and skits in School and College • Participated in Nutritious Diet Competition

Skills:

* Good Communication skills
* Developing Good vocabulary
* Leadership Skills
* Good Rapport and Team Building

Personal Details:

* Date of Birth: 4th June 1997
* Marital status: Single
* Gender: Female
* Languages known: English, Hindi, Marathi
* Hobbies: Dancing, Singing & Travelling

Declaration:

I hereby declare that the above information is true and correct to the best of my knowledge and belief. If given a chance I would prove myself to be an Efficient Employee.

*MALAIKA ALMEIDA*