

Huda Usman

📍 Mangalore, India

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✉ – Hudausman40@yahoo.com



PROFESSIONAL STRENGTH

An organized professional with proven teaching, guidance, and counselling skills. Possess a strong track record in improving test scores and teaching effectively. Excellent verbal and written communication skills, with the ability to communicate effectively. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple manner. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for career. Flexible and hardworking with the drive to succeed.

CORE COMPETENCIES

- Communication skills
- Interpersonal Skills
- MS Office Suite
- Time Management Skills
- Educational Technology
- Active Listening
- Accuracy and Attention to details
- Classroom Management

WORK EXPERIENCE

ANS Wood Works and Building Materials Ltd, India (2 years)

Administrative Assistant

- Answering and directing phone calls to relevant staff
- Scheduling meetings and appointments
- Taking notes and minutes in meetings
- Ordering and taking stock of office supplies
- Being a point of contact for a range of staff and external stakeholders
- Preparing documents for meetings and business trips
- Processing and directing mail and incoming packages or deliveries
- Greeting and directing visitors and new staff to the organisation
- Writing and issuing emails to teams and departments on behalf of teams or senior staff
- Researching and booking travel arrangements for staff members
- Finding ways to improve administrative processes

ACADEMIC CREDENTIALS

- Completed Masters of Commerce in the year 2019.
- Completed Bachelor of Commerce in the year 2014.

PROFESSIONAL QUALIFICATION

- Completed Montessori Training Course in the year 2020.

PERSONAL DETAILS

Date of Birth: 18th Sep. 1992

Marital Status: Married

Nationality: India

Language Known: English , Hindi, Tulu and Kannada

HOBBIES/INTEREST:

Teaching, Reading and Travelling.

REFERENCES:

References are available on request.

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

MANGALORE

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