

Laurina Bourtina Dsouza

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CAREER OBJECTIVE

Seeking employment with a company where I can use my talents and skills to grow the company.

SKILLS

Communication, sales and service oriented, adopting any kind of work atmosphere.

EXPERIENCE

Jun-2017 - Apr-2021 St. John's Academy	Assistant teacher
Jul-2016 - Dec-2017 QS certification Middle East Al Garhoud	Receptionist cum clerk
Jul-2013 - Aug-2015 HAH Overseas Contracting LLC Al Karama	Receptionist
Jun-2012 - Jan-2013 St Joseph Joyland School	Assistant teacher
Jun-2009 - Apr-2011 St Ann's High school	Assistant teacher
Jun-2011 - Sep-2011 Club Mahindra Mangalore	Telephone operator
Nov-2008 - May-2009 Bhavan Kala Arts	Receptionist/ sales lady

EDUCATION

Degree/Course	Institute/College	University/Board	Year of Passing
Diploma	St. Ann's T.T.I	K.S.E.E.B	2008
PUC	St. Philomena PU College	K.S.P.U.B	2006
SSLC	St. Victor's Girls High school	K.S.E.B	2004

STRENGTHS

Good communication and analytical skill, Highly committed and involved in any assignments that I take up, Has motivation to take independent responsibility as well as ability to do

OFFICE WORK EXPERIENCE:

- * ANSWERING AND DIRECTING PHONE CALLS.**
- * ORGANIZING AND SCHEDULING APPOINTMENTS.**
- * HANDLING ENQUIRIES AND INCOMING WORK REQUESTS.**
- * CHECKING AND DISTRIBUTING DOCUMENTS AND CORRESPONDENCE.**
- * MAINTAINING FILING SYSTEMS.**
- * PHOTOCOPY SCANNING AND FAXING.**
- * SENDING EMAILS**
- * PREPARING AND SENDING OUTGOING MAILING AND PACKAGES.**
- * CHECKING AND ENTERING DATA**
- * MONITORING AND ORDERING INVENTORY OF OFFICE SUPPLIES.**
- * MANAGING PETTY CASH**
- * KEEPING OFFICE AREA NEAT AND TIDY.**

SCHOOL WORK EXPERIENCE:

- * PREPARE LONG TERM TEACHING PROGRAMS AND DAILY LESSONS IN ACCORDANCE WITH THE GUIDELINES OF THE SCHOOLS EDUCATION SYSTEM.**
- * PROVIDE ACTIVITIES AND MATERIALS THAT ENGAGE AND CHALLENGE THE STUDENTS INTELLECTUALLY.**
- * UNDERSTAND AND IMPLEMENT THE USE OF INFORMATION TECHNOLOGY IN LESSON PREPARATION AND TEACHING.**
- * SHIFT BETWEEN FORMAL AND INFORMAL METHODS OF TEACHING LIKE DEBATES ,DISCUSSION ,PRACTICAL ACTIVITIES ,EXPERIMENTS ,PROJECTS AND EXCURSION.**
- * SUPERVISE STUDENT CONDUCT DURING CLASS LUNCH TIME AND OTHER BREAKS.**
- * UNDERSTAND THE DIVERSE BACKGROUND STUDENTS COME FROM ,THE STRENGTH ,WEAKNESS AND AREA OF INTEREST.**
- * ENFORCE DISCIPLINE BY FIRMLY SITTING CLASSROOM RULES.**
- * BE READY TO ADJUST TEACHING STYLE TO MEET INDIVIDUAL NEEDS OF STUDENTS.**

PERSONAL DETAILS

Passport detail	U9751135
Date of Birth	09/08/1988
Nationality	Indian
Languages Known	English, Hindi, Kannada, Konkani

DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.

Laurina Bourtina Dsouza