**SHRADDHA SHAIKH**

Email: - [shaikhshraddha84@gmail.com](mailto:shaikhshraddha84@gmail.com)

Contact No: - 97433963688

**OBJECTIVES**

To secure a position as a teacher and utilize my dedication to foster quality education required for a child’s development.

**WORK EXPERIENCE**

**UNIVERSAL PRIMARY ENGLISH SCHOOL**

**PRIMARY TEACHER FOR KINDERGARTEN SINCE Jan 15, 2014 – Dec 31, 2015**

**RESPONSIBILITIES**

* Teach numeracy and alphabet literacy.
* Maintain records of the parents and children progress, resources and activities.
* Monitor students progress towards meeting objectives and standard.
* Provide timely feedback to teachers regarding students progress and needs.
* Provide parents sith progress reports and school handbook.
* Maintain communication with students families regarding school activities and events.
* Provide assistance with admission and other activities as needed.
* Maintain communication with parents and provide regular monthly feedback.
* Teach table manners, personal hygiene, and routine task.
* Updating pupil records on daily basis.
* Attending all meetings related staff and school.
* Followed school policies and regulation regarding safety and school procedures all the time.
* Managing day to day classroom activities including structure lessons, stories, rhymes.
* Prepare teaching material like picture books and drawing books.
* Helped manage classrooms of up to 25 kids age ranging from 3 to 5years old**.**

**SAISHA ONE ENTERPRISES**

**ADMIN ASSISTANT SINCE May 02, 2012 - Dec 28, 2013**

**RESPONSIBILITIES**

* Maintaining Attendance of employees, taking care of recruitments and joining formalities
* Vendor evaluation, rate negations, placing order as per the requirement.
* Coordinate with stationery vendors, electric requirements, telephone etc.
* Petty cash handling, vouchers and filing, preparing necessary entries in excel sheet.
* Coordinate for client meetings and arrangement of refreshment.
* Maintain incoming and outgoing couriers and the billing for the same.
* Ensure cleanliness and hygiene in office such as pest control, cleaning requirements etc.

**NIRMAL BANG SECURITIES PVT LTD**

**ADMIN EXECUTIVE SINCE Oct 3, 2011- March 27, 2012**

**RESPONSIBILITIES**

* Generating MIS reports for Mobile handsets, corporate mobile numbers, access cards.
* Coordinate with mobile service provider for corporate Sim cards, tariff plans, activation, and deactivation for the same as required.
* Assisting HR department in recruitment and other HR related functions.
* Taking care of printing stationery like visiting cards, letter heads, envelops, ID cards.
* Execution and renewal of annual maintenance such as Air conditioner, housekeeping, security services, and related to other office equipment’s when required.
* Coordinate for travel bookings of senior level management.
* Taking care of office events like Sales branch meet, farewell parties, birthdays.
* Taking care of joining procedure of new employees such as joining documents, salary accounts opening, issuing Id cards etc.

**IMACS PVT LTD**

**FRONT OFFICE EXECUTIVE SINCE Jan 3, 2011 - July 12, 2011**

**RESPONSIBLITIES**

* Handling reception and maintaining reception area.
* Preparing monthly extension list of all landlines, mobiles.
* Coordinate office related items like stationery, vending machine and pantry stock.
* Taking care of housekeeping and office boy team.
* Assisting hr department to schedule interview.
* Handled travel booking whenever required.
* Taking care of attendance sheet, registration of new employee on biometric system.
* Coordinate with courier vendors and billing for the same.
* Keeping records of employee documents.
* Taking care of joining and exit formalities.

**EDUCATION**

* B.Com-SNDT-University of Mumbai-2008.
* University Entrance Test-SNDT-University of Mumbai-2003.
* SSC-Maharashtra Board-2000.

**PROFESSIONAL TRAININGS**

* Pursuing post graduate diploma in Early Years Care & Education from Asian collage of teachers.
* Completed International teaching diploma from Asian collage of teachers.
* Certificate in teaching English phonetics from Asian collage of teachers Mar-2022
* PGDBA in HR from Welingkar Institute of Management.
* Completed HR diploma from Welingkar Institute of Management – 2012.
* Microsoft Office 2007 WOW from NIIT Institute – 2011.
* HR diploma from Ajax Management Institute of Management Bangalore – 2011.
* Completed course in Banking – 2008
* Certificate course in essential of HTML, Dream Weaver from the Workstation-2007.
* Completed Beauty course – 2005.
* Web designing from Karrox Technologies Ltd – 2005.
* Certificate course in computer concepts from DOEAC - 2004.

**IT SKILLS**

* MS-Office 2003, MS-Office2007, Internet.

**PERSONAL DETAILS: -**

* Address : Krishna bldg. room no 2 Anushakti Nagar

B.A.R.C colony Mumbai 400094.

* Father Name : Ratnakar Dandekar.
* Husband Name : Akil Shaikh.
* Nationality : Indian.
* Marital Status : Married.
* Date of Birth : 14th October 1984.
* Hobbies : Drawing, Mehendi, Listening Music.
* Languages Known : English, Hindi, and Marathi.
* Passport No : L6135506 (Expiry: - 08/01/24).
* Visa : Resident Permit.
* Salary : As per company standard.

Declaration: I hereby declare that the above furnished details are true with proven records.

Place: Doha Qatar