



HAFISA THASNEEM

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Personal Details

Date of Birth: 25/01/1994

Citizenship: Indian

Civil Status: Married

Visa status: Visit Visa

SKILLS

** Hard working and Sincere*

** Leadership*

Fast learner, willing to undergo

For training

**Can work under pressure &*

Willing to work OT if demand or

The management.

Languages Known

English

Malayalam –Mother tongue

CAREER OBJECTIVE

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my knowledge efficiently and perform my secretarial skills according to my strong caliber for organizational growth. To enhance my working capacities, professional skills, business efficiency and to serve my organization in best possible way with sheer determination and commitment.

ACADAMIC QUALIFICATIONS:

➤ **Teacher Training Course – TTC**

(Darul Huda Vanimel - Central Education Department. India)

➤ **Montessori Teachers Training Course**

(Kerala Education Council, Kerala, India)

➤ **Higher Secondary**

(State Board of Higher Secondary Education, Kerala, India)

➤ **Secondary School Leaving Certificate**

(State Board of Secondary Education, Kerala, India)

COMPUTER SKILLS:

- ❖ Proficient with Micro soft word, Excel and Power point
 - ❖ Thorough understanding and Social media analytics
 - ❖ Typing in English, Arabic and Malayalam
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COMPUTER SKILLS:

- ❖ Worked as teacher in Albirr Pre school
 - ❖ Worked as a primary teacher cum mentor at Al huda Upper primary
 - ❖ Presently working as teacher
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Interests:

Reading and Writing

Travelling