

Asmahan Eid

Administration Supervisor/Nursery Teacher

Sharjah

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Seeking a challenging position in a reputable company where my academic background and interpersonal skills are well developed. •Certified Professional Diploma in Early Childhood and leadership Approved by KHDA equivalent Cache level 5. •Vocational Diploma in Child Care & Education of Young Children. •Certified Diploma in Management &Leadership .

Willing to relocate: Anywhere

Work Experience

Supervisor /Nursery Teacher

International School of Creative Science - Dubai-UAE

September 2019 to July 2020

- Train the team members to have the specific knowledge and skills required to work effectively with the age of children in their care. lead Manage and Journal and Preparation of Activities. -Keeping and Monitoring accidents ,incidents,and risk assessment records. -Ensuring Confidentiality of sensitive family information subject to child protection. -Working closely with parents and others in order to provide a high standard of education. -Responsible for the renewal of the Nursery license,RTA license,Clinic License,Health Insurance and staff Visa and Emirates ID. -Responsible for the incoming and outgoing communication. -Responsible for High Standard of care and Education of children between 0 to 4 years .Ensure the high scope is promoted and delivered within the setting. -Responsible for the daily administrative duties
- To ensure interactions with and communications about team members are professional at all times
- Formulate and operate a programme of activities that meet the individual needs and interests of children in your area in conjunction with other team members.
- To keep records of you key children's development and learning journals, share this with parents, carers and other key adults in the child's life and institute reviews
- Ensure learning journals are updated with accurate and relevant information about children's activities and development.
- Support all team members with the early identification and intervention for children with possible special needs and give physical, emotional and intellectual guidance as appropriate.
- Undertake appropriate supervision meetings/processes for all members in your team in conjunction with the nursery management approach
- Ensure all record keeping (including that of your team members) is accurate and up-to-date within your designated area, including learning journals of all children in you room, accident forms and any other forms/records required for the child's welfare.
- Ensure room checks outdoor checks are conducted in line with nursery procedures and Health and Safety requirements
- Liaise with and support parents and other family members · Liaise with the local authority and other professionals associate with the nursery.

- To be involved in out of working hours activities e.g. training, staff meetings, room meetings, parents evening.
- Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate for the needs of young children.
- To be aware of the high profile of the nursery and ensure all staff uphold its standards at all times, both within work hours and outside.
- Develop a program for young children within the preschool.
- Talk with parents about behavioral ups and downs.
- Develop activities to stimulate the children.
- Establish policies and procedures for inside and outside the classroom
- development and implementation of an inclusive curriculum that nurtures the children's curiosity and enthusiasm for learning
- design of structured learning experiences combined with play activities for each developmental stage
- utilization of multi instructional approaches to develop language and vocabulary skills
- initiation of a creative and fun program to improve social skills
- development of positive and supportive relationships with parents and caregivers
- proven organizational skills with the ability to remain calm while meeting frequently changing and competing demands
- knowledgeable in all aspects of child development including a thorough understanding of Preschool Learning Foundations and Curriculum Framework
- compliance with all state education and licensing and maintain a constructive and ongoing rapport with children and parents
- Create activities that are fun and educational for the children
- Collaborate with other teachers to ensure that the school fosters an environment that is inviting and nurturing for every child
- Deliver reports on potential concerns about students as to management as needed
- Manage day-to-day classroom activities, including structured lessons, free play, toilet breaks, lunch time and rest time for students
- Responsibilities and main duties:
 - To promote positive behaviour from children and to assist in establishing good standards of behaviour throughout the nursery.
 - To establish and maintain good partnerships with colleagues, parents and carers, outside agencies and children including good home-school links.
 - To monitor children's progress, keep meaningful records and evaluate performance through formative assessments in line with school .
 - To be responsible for developing and maintaining appropriate resources and equipment, preparing the classroom indoors and outdoors and ensuring that it is safe, clean and tidy at the start and end of each session.
 - To maintain a high standard of display both in the classroom

Supervisor/Nursery Teacher

Seven Oaks British Nursery - Sharjah-UAE

August 2015 to August 2019

- Create activities that are fun and educational for the children
- Collaborate with other teachers to ensure that the school fosters an environment that is inviting and nurturing for every child
- Deliver reports on potential concerns about students as to management as needed
- Manage day-to-day classroom activities, including structured lessons, free play, toilet breaks, lunch time and rest time for students
- Maintaining family and account records on nursery computer programme
- Responsible for all the social media accounts .
- compliance with all state education and licensing and maintain a constructive and ongoing rapport with children and parents
- Create activities that are fun and educational for the children
- Collaborate with

other teachers to ensure that the school fosters an environment that is inviting and nurturing for every child. Deliver reports on potential concerns about students as to management as needed. Manage day-to-day classroom activities, including structured lessons, free play, toilet breaks, lunch time and rest time for students.

Responsibilities and main duties:

- To take responsibility for the welfare and safety of all the children in our nursery.

- Review of the monthly Suggested Fee Report. Raise any concerns with the Nursery Manager.
- Collection of fees including the administration of Childcare vouchers, pursuing outstanding fees and resolving any account queries.
- Maintaining accurate and confidential staff, children's and parent's records.
- Liaising with Head Office.
- Sending reports to Head Office as appropriate and with agreement by the Nursery Manager.
- Preparing monthly payroll spreadsheet. Ensure that this is authorized by the Nursery Manager/Deputy before forwarding to Head Office.
- Liaising with Nursery Manager and Head Office with general employee administration.
- Social media ,such as Facebook,Instagram&sales campaign.
- Sending authorized invoices to Head Office for payment. Applying to Head Office for authorized refunds.
- General computer use, accurate use of Microsoft Word and Excel.
- Keeping petty cash records.
- Welcoming parents, children and visitors.
- Communicating pleasantly and effectively in person, in writing and on the telephone.
- Working closely with the Nursery Owner .
- General office duties.
- Any other duties requested by the Manager/Deputy.procurement, fulfilling compliance requirements of KHDA, SPEA Municipality, Civil Defence, DHA etc .

Learning Mentor

The School of Research and Science - Dubai-UAE

June 2014 to July 2015

school

Main Duties and Responsibilities:

Support for Children

- To participate in the assessment of pupils who need extra help to overcome the barriers to learning they experience from inside and outside school.
- To draw up an action plan with the Deputy Head teacher / Inclusion Leader for individual pupils who need support.
- To work in a variety of ways to support, motivate and challenge pupils and raise levels of achievement including through support in class, 1:1 support and group activities.
- To maintain regular contact with families/ careers of pupils in need of extra support, to keep them informed of the child's needs and progress, and to secure positive family support and involvement.
- To monitor pupils arriving to school late, liaising with families and working with pupils to improve punctuality.
- To provide support to pupils who may be at risk of exclusion.

Support for Teachers

- To work closely with the Deputy Head teacher / Inclusion Leader, Head teacher and class teachers to identify and implement individual mentoring plans for identified pupils

Call Center Representative

TE Data company-Cairo -Egypt

June 2010 to February 2012

- To deal with walk in customers.
- To report difficulties/problems or comments within the application used in internet service.
- To have an intimate knowledge of the customer's needs in internet service.* Conducting quality assurance surveys with customers and providing feedback to the staff. *Possessing excellent product knowledge to enhance customer support

Customer Service Agent

Etisalat -Cairo -Egypt

June 2008 to April 2010

- Managing a team of representatives offering customer support.
- Overseeing the customer service process.
- Resolving customer complaint.
- Monitoring the work of individual representatives and of the team.
- Conducting quality assurance surveys with customers and providing feedback to the staff.
- Possessing excellent product knowledge to enhance customer support.
- Maintaining a pleasant working environment .

Education

B.S. in Islamic in Islamic

Ain Shams University - Cairo, EG

2003 to 2007

Skills

- MS Word (10+ years)
- Outlook. (10+ years)
- Word (10+ years)
- Supervising Experience (7 years)
- Administrative Experience (7 years)
- Office Management (7 years)
- Nursery Teacher (7 years)
- Call center (4 years)

Certifications and Licenses

Certified Professional Diploma in Early Childhood and leadership Approved by KHDA equivalent Cache level 5. •Vocational Diploma in Child Care & Education of Young Children. •Certified Diploma in Management &Leadership-Dubai

Additional Information

SKILLS

Computer Skills:

- Excellent knowledge of Internet, MS Word, Windows
- Very good knowledge of MS Excel, PowerPoint
- Good knowledge of Access, Outlook.