

# SHIFANA MP

## RECEIPTIONIST

### CAREER OBJECTIVE

ATTENDIVE KINDER GARTEN & MONTESSORY TEACHER WITH EXCELLENT COMMUNICATION SKILLS. ORGANIZED AND DRIVEN WITH THE INNATE ABILITY TO STAY ON TASKS. USES EFFECTIVE AND EFFICIENT METHODS OF TEACHING WHILE.

### KEY QUALIFICATION

- BACHLOR OF PSYCHOLOGY (B.Sc) – (2013-2016)  
A.W.H AL BADAR SPECIAL COLLEGE, KANNUR UNIVERSITY, KERALA-INDIA

### ADDITIONAL QUALIFICATION

- ALBIRR TET EXAM (TEACHERS ELIGIBILITY TEST) – (2018-2019)
- MONTESSORY TRAINING COURSE – (2016-2017)

### EXPERIENCE

#### RECEIPTIONIST (2020-2021)

WELCARE MEDICAL-UDUMBUNTHALA, KERALA-INDIA

#### KEY RESULT AREAS

- SERVES VISITORS BY GREETING, WELCOMING, AND DIRECTING THEM APPROPRIATELY.
- NOTIFIES COMPANY PERSONNEL OF VISITOR ARRIVAL.
- MAINTAINS SECURITY AND TELECOMMUNICATIONS SYSTEM.
- INFORMS VISITORS BY ANSWERING OR REFERRING INQUIRIES.
- DIRECTS VISITORS BY MAINTAINING EMPLOYEE AND DEPARTMENT DIRECTORIES.
- OPERATES TELECOMMUNICATION SYSTEM BY FOLLOWING MANUFACTURER'S INSTRUCTIONS FOR HOUSE PHONE AND CONSOLE OPERATION.
- KEEPS A SAFE AND CLEAN RECEPTION AREA BY COMPLYING WITH PROCEDURES, RULES, AND REGULATIONS.

#### KINDER GARTEN TEACHER (2019 – 2020)

AL BIRR PRE SCHOOL – KAIKOTTUKADAVU MUSLIM JAMATH  
KERALA-INDIA

#### KEY RESULT AREAS

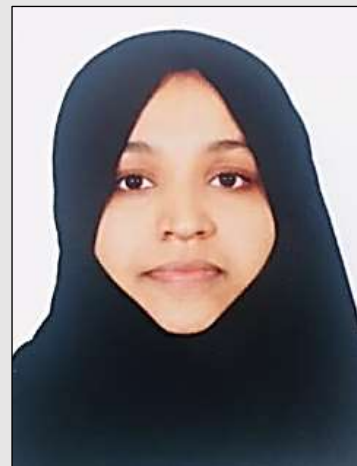
- PROVIDING ASSISTANCE TO STUDENTS TO DEVELOP THEIR SKILLS REQUIRES TO FORTIFY THEIR BASE IN ENGLISH.
- MAKING EFFECTIVE USE OF ONLINE, AUDIO AND VIDEO RESOURCES TO ACHIEVE ACADEMIC AIMS AND OBJECTIVES.
- PARTICIPATE IN ONGOING STAFF TRAINING SESSIONS.
- ORGANIZE PARENT-TEACHER CONFERENCES TO MAXIMIZE STUDENT LEARNING OPPORTUNITIES AND DEVELOP FORWARD-THINKING PLANS TO CORRECT ONGOING ISSUES.

#### DECLARATION:

I HEREBY DECLARED THAT THE ABOVE-MENTIONED PARTICULARS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

THANKING YOU,

PLACE: ABU DHABI  
YOURS FAITHFULLY,  
(SHIFANA MP)



### ABOUT ME

Date of Birth :30 July 1996

Age: 25

Gender: Female

Nationality: Indian

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### SKILLS

- Creativity
- Imaginative
- Communication
- Positive Attitude
- Decision Making

### COMPUTER SKILLS

- MS Office
- Windows 10

### LANGUAGES

- ENGLISH
- MALAYALM

### INTERESTS

- READING
- MUSIC