

AMNA EKRAM

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Address: Muteena Diera
behind lulu center, Dubai
UAE.



Permanent Address PARK
STREET KOLKATA, India.
+918100336083

Personal Data DOB:
24/01/1997
Sex: Female
Nationality: India Marital
status: Married
Visa: HUSBAND VISA

Passport Details :
Passport No : L4613199
Date of Issue: 12/09/2023
Date of Exp.: 11/09/2028

Languages Known **English,**
Hindi & Urdu

Computer Knowledge
Basic (Word, Excel,
PowerPoint, internet.)

References Will be
provided upon request.

BA (honors)	lady brabourne, Calcutta University	2018
MA	Aliah university, Calcutta, WB India	2020
B.Ed.	Aliah university, Calcutta, WB India	2022

To be associated with a progressive Organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional. Use and Develop my Aptitude to further the Organizations Objectives and also attain my career targets in progress

Assets and Skills

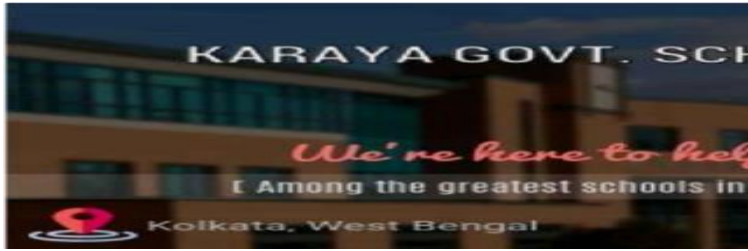
- Team player
- Fair-minded and Firm.
- Goal Oriented and Self-motivated proactive individual.
- Sincere and dedicated to work.
- Process and Results Driven.
- Punctual and Hardworking.
- Self-starter and quick learner.
- Ability to work under Deadlines.

Professional Experience



Be Fresh (Ajman- UAE)
Front desk receptionist
JUNE 2023 – May 2024

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks.



KARAYA GOVT.SCHOOL – INDIA
CUSTOMER SERVICE EXECUTIVE
April 2022 – September 2022

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.
- Ability to gather data, compile information, and prepare reports.
- Ability to plan and implement promotional programs.
- Ability to evaluate, design, and implement curriculum, testing, and/or teaching methodologies.
- Knowledge of adult learning theory and methodologies.
- Ability to develop and present educational programs and/or workshops.



LEARN TUITION CENTER-KOLKATA
Front desk receptionist.
MAY 2020 - Mar 2022

- Reviewing classroom or curricula topics and assignments
- Assisting students with homework, projects, test preparation, papers, research and other academic tasks
- Working with students to help them understand key concepts, especially those learned in the classroom
- Contribute to student learning, growth and advancement
- Demonstrate academic competence in the subject area(s) and build a curriculum
- Maintain a growth mindset toward student learning and teaching practice
- Facilitate problem-solving with a curious mind and critical thinking skills
- Collaborate effectively with parents and the organization to increase student performance.

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