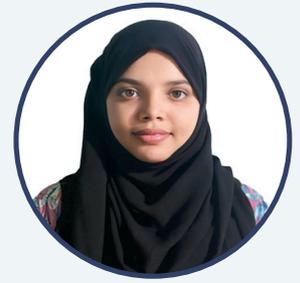


APSA



CONTACT

+974 77060394, +974 30660412

apsasaffan@gmail.com

Qatar

PERSONAL INFO

- Nationality : Indian
- Date of Birth : 12/11/1999
- Passport No. : C9755096

EDUCATION

Bachelor of Commerce

Kuvempu University
Karnataka, India

KEY SKILLS

- Teaching Techniques
- Classroom Management
- Customer Service
- Administrative Support
- financial Analysis
- Accounting Principles
- Multitasking Abilities
- Attention to Detail
- Adaptability and Flexibility
- Continuous Improvement
- Documentation and Reporting
- Teamwork and Collaboration

SOFTWARE PROFICIENCY

- Tally
- MS Office
Word | Excel | PowerPoint

PROFILE SUMMARY

Dedicated and hardworking professional with a proven track record in diverse hands-on roles. Recognized for a strong work ethic, reliability, and a commitment to operational efficiency. Quick to adapt to new environments and acquire new skills, with a consistently positive attitude. A collaborative team player who contributes to smooth workflows and is eager to take on new challenges while adding value to any organization.

PROFESSIONAL EXPERIENCE

Teacher

Jun 2024 - Apr 2025

Blossom Academy English Medium School
Kodur, India

Roles and Responsibilities

- Planned and delivered engaging and age-appropriate lessons in accordance with the school's curriculum and academic standards.
- Evaluated student progress through assessments and provided feedback to support improvement.
- Maintained records of attendance, performance and behavior; prepared progress reports.
- Created a positive and inclusive classroom environment that fostered student learning, creativity and critical thinking.
- Engaged in meetings, conferences, and events to support student growth and school objectives.
- Utilized various teaching methods and educational technologies to support diverse learning styles.

Teacher

Jun 2022 - Apr 2023

Kuvempu Residential School, Karnataka, India

Roles and Responsibilities

- Planned and delivered engaging and age-appropriate lessons in accordance with the school's curriculum and academic standards.
- Evaluated student progress through assessments and provided feedback to support improvement.
- Maintained records of attendance, performance and behavior; prepared progress reports.

SOFT SKILLS

- Communication
- Leadership
- Critical Thinking
- Time Management
- Decision Making
- Active Listening
- Problem-Solving

LANGUAGES

- English
- Hindi
- Beary
- Urdu
- Kannada
- Malayalam

- Created a positive and inclusive classroom environment that fostered student learning, creativity and critical thinking.
- Engaged in meetings, conferences, and events to support student growth and school objectives.
- Utilized various teaching methods and educational technologies to support diverse learning styles.

Customer Relationship Officer Feb 2022 – Jun 2022 **Anmol Residency, Sagara, Karnataka, India**

Roles and Responsibilities

- Managed and nurtured relationships with residential clients, ensuring high levels of satisfaction and retention.
- Responded promptly to customer inquiries, resolved complaints, and provided effective solutions to enhance customer experience.
- Coordinated with internal departments to address resident concerns and streamline service delivery.
- Maintained accurate records of client interactions, feedback and follow-ups to support continuous improvement.
- Assisted in handling documentation, payments, and customer onboarding processes for new residents.

STRENGTHS & QUALITIES

- Patience when dealing with others.
- Diligence in ensuring accuracy and quality in work.
- Capacity to adjust and thrive in changing environments.
- Collaborating and working well together with others.
- Encouraging and inspiring people to do their best.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

APSA