

# AREEBA SAFQUET

Experience working in an educational setting, a highly organized and detail oriented administrative assistant, coordinator, and academic advisor. Ability to multi-task in a fast passed environment and establish rapport with people from diverse backgrounds.



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JAMSHEDPUR, INDIA

26 February, 1998

## EDUCATION

### Matriculation

Kerala Public School Mango Jamshedpur

2015

First Division (1st)

Courses

- ICSE

### Intermediate

A.D.L.S Sunshine School Sakchi Jamshedpur

2017

First Division (1st)

Courses

- ISC

### B.A ENGLISH HONOURS

Jamshedpur Women's College

06/2017 - 08/2020

First Division (1st)

### Bachelor of Education

Jamshedpur Women's College

03/2020 - 10/2022

First Division (1st)

### M.A ENGLISH HONOURS

Jamshedpur Womens's College

10/2022 - 08/2024

Pursuing

## WORK EXPERIENCE

### EDUCATOR

Kids International School

06/2018 - 02/2021

Primary Teacher (3yrs)

### INTERNSHIP

Jhanda Singh Madhya Vidyalaya

03/2022 - 05/2022

Teaching Internship (3months)

### ACADEMIC CO-ORDINATOR

Kids International Play School

02/2020 - 02/2021 ADMINISTRATION (1year)

08/2022 - Present

## SKILLS

Have an excellent communication skills to deliver the subject in an easy and effective way.

Knowledge in utilizing all the modern teaching aids such as Ms Excel, Ms Word, Ms Power Point.

Counselling skills including active listening and a non-judgemental approach.

Patience and the ability to remain calm in stressful situations.

Customer service skills. As have 2 years of experience in students- parents counselling.

Knowledge of psychology.

## CERTIFICATES

Kerala Public School - Annual Youth Festival (2011)  
Achievement Certificate - Group Dance Seniors (1st)

Kerala Public School - Annual Youth Festival (2013)  
Achievement Certificate - Fashion Designing (1st)

Kids International Play School (2019)  
Certificate Of Appreciation - Fashion Expert (2019)

Kids International School (2021)  
Certification of Work Experience

Jhanda Singh Madhya Vidyalaya (2022)  
Certificate of Internship

## LANGUAGES

English  
Full Professional Proficiency

Hindi  
Full Professional Proficiency

## INTERESTS

Reading Books

Listening Music

Social Media

Fashion Designing

Art and Craft