



## AMEENA HANAN

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A highly organized and detail-oriented professional with a background in teaching and managing workload. I am currently looking out to work for an organization and bring value to a quality focused team.

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### Education/Certification

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**Bachelor's in Unani Medical Science.** (Government Unani Medical Uni)

**Advance Microsoft Office.** (Manipal Institute of Computer Education)

**Workshop on Teaching.** (M.S Ramaiah University)

**Workshop on Mentoring Students.** (Crecent International School)

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### Core Competencies

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Study Plan Management	Report detailing	Excellent Communication
Literature	Microsoft Excel	Efficient in online teaching
Adaptability	Organizational skills	Good Listener

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### Professional Experience

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#### **Crescent International School, India**

**July 2020 - Feb 2023**

*Leading Educational Institute, based in India.*

#### **Academic Counselor and Teacher**

As a recent addition to the team, I started my journey as an Academic Counselor and Teacher with a commitment to catering academic excellence and personal growth among students. Within this role, I balanced the responsibilities of guiding students through their educational journey while also delivering engaging lessons.

- Provided personalized academic counselling to students, identifying their strengths, weaknesses, and goals.
- Conducted one-on-one counselling sessions to help them in academic improvement and personal growth.
- Designed and implemented lesson plans catering to different learning styles and abilities.
- Used new teaching methodologies and multimedia resources to create engaging and interactive learning experiences.
- Actively participated in team meetings and professional development workshops to stay updated.

#### **Girls Islamic Organization**

**Mar 2017 - Jan 2020**

*Leading women organization, based in India.*

#### **Team Lead**

During my time I lead a team where we held classes for the students reflecting the society and the role of women in such situations.

- Conducted daily classes and mentored the students.
- Organized individual and group therapy sessions to address various psychological issues.
- Provided crisis care and emotional support to students in acute distress.
- Collaborated with interdisciplinary teams to organize events.
- Delivered psychoeducational presentations and workshops to students.

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### Languages

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English

Hindi

Kannada

Malayalam

Tamil

Urdu

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### Personal details

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Passport No : P2784625

Date of Birth

: 25/05/1995

Marital Status : Married (Spouse  
visa)

Nationality : Indian

**Aman  
Dubai**