



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.

Education/Certification

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)

Core Competencies

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

Professional Experience

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		
English	Hindi	Kannada
Malayalam	Tamil	Urdu
Personal details		

Passport No	: P2784625	Date of Birth	: 25/05/1995
Marital Status	: Married (Spouse visa)		
Nationality	: Indian		

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