



SUHAILA FAIZAL

Nationality: Indian **Date of birth:** 04/05/1981 **Gender:** Female

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ABOUT ME

To be a part of a Professionally running organization, working in a challenging environment to perform a challenging and growth oriented career, whereby I could focus my attention towards continuous improvement of knowledge and proficiency.

WORK EXPERIENCE

Clerk

Revenue Divisional Office [04/2022 – 04/2023]

City: Fort Kochi

Country: India

- Duties & Responsibilities
 - Performs clerical duties including typing, filing and completion of simple forms.
 - Answers phones, directs call to appropriate individuals and prepares messages.
 - Prepares letters, memos, forms and reports according to written or verbal instructions.
 - Maintains filing systems either manually or electronically.
 - Performs other related duties as assigned.

Lab Assistant

Abu Dhabi Indian School [2011 – 2012]

City: Abu Dhabi

Country: United Arab Emirates

- Duties & Responsibilities
 - Assists in setting up laboratory equipment for classes.
 - Assists the teacher in testing out new laboratory experiments prior to classroom implementation.
 - Assists the students in usage of laboratory equipments.
 - Maintains inventing of laboratory equipment and supplies.
 - Keeping laboratory equipment clean and in good working order.

Teacher's Assistant

The Cambridge High School [2010 – 2011]

City: Abu Dhabi

Country: United Arab Emirates

- Duties & Responsibilities
 - Provide support to a lead teacher in charge of a class room.
 - Helping pupils to follow instructions and in organizing their work.
 - Providing support to pupils in the dining hall and supporting children's play activities.
 - Providing relevant information for teacher's records and reports on pupils progress and contributing to termly reports if required.

Secretary/Accounts Assistant

Arab Udipi Chain of Restaurants [11/2006 – 10/2008]

City: Abu Dhabi

Country: United Arab Emirates

- Duties & Responsibilities
 - Respond to calls, emails and routine letters, direct inquires to the appropriate person.
 - Providing accounting and clerical assistance to the accounting department.
 - Preparing daily sales reports, bank deposits.

EDUCATION AND TRAINING

B Sc (Chemistry)

Mahatma Gandhi University [2001]

City: Kerala

Country: India

Pre-degree Examinations (Science Group)

Mahatma Gandhi University [1998]

City: Kerala

Country: India

S S L C

Board of Public Examinations [1996]

City: Kerala

Country: India

Technical Education: Post Graduate Diploma in Computer Application

State Board of Technical Education [2003]

City: Kerala

Country: India

- Java & Internet Computing
- Programming in C+ & C++
- Elective (Visual C++)
- M S Office (Word, Excel & Power point)

LANGUAGE SKILLS

Mother tongue(s): **Malayalam**

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B1

Hindi

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

I here by declare hat information furnished above is true to best of my knowledge and belief.

Kochi, 13/09/2023