

Humaira Siddiqua

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SUMMARY

Possessing a total of 10 years of cumulative experience, including 1.5 years as an Associate in Wipro, specializing in payment posting. Additionally, I have gained valuable insights during my 1.5 years as a Teacher in a CBSE-affiliated school, where I handled various subjects, with a particular focus on English, Social Studies, and Social Science. Moreover, I bring to the table 8 years of experience as a Home Tutor, honing my ability to tailor teaching methods to individual student needs.

EXPERIENCE

Supervisor - Assistant Teacher

Ijma international model school

January 2023 - Present, Kolkata

- Currently working as a Supervisor and Assistant Teacher, handling all subjects, especially English, Social Studies, and Social Science, at Ijma International Model School, affiliated with CBSE.
- 8 years of experience as a Home tutor.

Senior Associate

Wipro

July 2021 - December 2022, Kolkata

- Worked as a Payment Posting Specialist, responsible for Checking the adjustment ledger report of all things posted the prior business day, Obtaining payment batch information from the lockbox, EFT's, or payment

EDUCATION

Bachelor of Education

Baba Sahab Ambedkar University · Kolkata

- Currently pursuing.

MA in English

VIDYASAGAR UNIVERISTY · Kolkata · 2022

Bachelor of Arts in English

Bhawanipore College · Kolkata · 2020

ISC in Humanities

Jewish Girls School · Kolkata · 2017

ICSE

Jewish Girls School · Kolkata · 2015

SKILLS

- Outstanding communication and interpersonal
- Excellent time management and organizational
- Good knowledge of
- Microsoft Outlook, word, excel, browser and Window
- Ability to deal with external and internal customer support in a professional
- Multi-tasking skills and ability to work under
- Well Versed with MS - Office & Computer Application Course
- Outstanding communication and interpersonal skills.
- Excellent time management and organizational skills
- Microsoft Outlook, word, excel, browser and Window OS.
- Ability to deal with external and internal customer support in a professional manner.
- Tasking skills and ability to work under pressure.
- Office & Internet Operations
- Classroom management - Expert
- Teaching strategies- Expert
- Planning/organizing
- Curriculum Development
- Assessment / Evaluation