

# RABIA RAHMATH

Manama, Bahrain

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I aim to utilize my dedication and interest in teaching in the betterment of children's education and development. Able to create a positive learning environment for the children and keep them intrigued with my enthusiastic and creative teaching ideas.

## EXPERIENCE

MAY 2009 – JUNE 2011

### TEACHER, AL-SHARQ INTERNATIONAL SCHOOL, AL-RAKAH

- Class teacher for Grade 2
- Arabian History teacher for Grade 5, 6 and 7
- In-charge of Art and Activity Department

SEPTEMBER 2012 – NOVEMBER 2014

### TEACHER, DUNES INTERNATIONAL SCHOOL, DHAHRAN

- Homeroom teacher for kindergarten –1
- Assistant to the Headmistress, I.e., handling data work, creating circulars and memos
- Responsible for accounts management of school events
- Sports activities In-charge

FEBRUARY 2016 – TILL DATE

### MYSTERY SHOPPER, INTERNATIONAL SERVICE CHECK (ISC – CX)

- Worked as mystery shopper for many outlets like Mc Donalds, Rivoli etc
- Recording audio or video according to the job requirement.
- Updating the minutes, conversation and proper details of the outlets.
- Successfully completing the task without any issues.

## EDUCATION

YEAR - 2009

### BACHELOR OF COMMERCE, BANGALORE UNIVERSITY, INDIA

## SKILLS

- Well-acquainted with MS Office – Word, Excel, PowerPoint
- Excellent Communication Skills
- Fluent in English, Urdu and Hindi
- Enthusiastic and a quick learner
- Creative
- Organizational and Management skills
- Patience and Tolerance

## ACTIVITIES

- Familiar with different artistic skills including calligraphy, painting and drawing
- Hand-made props for school events and assemblies
- Handled the responsibility of creating and distributing certificates to students on various occasions
- Helped write speeches for school events