

# MAJISHA CHEMBAN

Experienced Administrator | Teacher | Travel consultant

☎ 0562693357

✉ majishadils@gmail.com

📍 Sharjah, UAE



## SUMMARY

With over 6 years Experience in office Administration, home tutoring and as a freelance travel consultant, Proven ability to work independently, think critically, and adapt to new environments. Skilled in communication, problem-solving, and time management, with a strong passion for delivering high-quality results and exceeding expectations. Additionally my Montessori training has equipped me with a comprehensive skill set essential for fostering a dynamic and engaging learning environment

## EXPERIENCE

### Admin Assistant Meghamalhar Music School(2024-2025)

- Invoice and receipt generation
- Billing and cash collection
- Data entry
- Financial counseling
- Day today cash transactions

### Travel Consultant (2022-2024)

- 2 year of experience in planning and booking travel arrangements
- Operating tours, building strong relationship with clients, customer service, and knowledgeable about destinations
- Ensuring client satisfaction and repeat business.

### Home Tutor (2019-2024)

- 5 years of experience in teaching students of various ages and subjects
- Proven ability to create engaging lesson plans, assess student progress, and adapt to individual learning styles

## EDUCATION

- Montessori Teacher Training(MTTC)  
Postgraduate Diploma 2024-2025
- Postgraduation(PG) 2020-2022  
Master of Arts in History
- Bachelor Degree 2016-2019  
Bachelor of Arts in History

## SKILLS

- Time Management -Organization
- Attention to Detail -Adaptation
- MS Excel -MS Word

## PERSONAL DETAILS

- D.O.B :22/01/1999
- Nationality :Indian
- Marital Status :Married
- Visa status :Visit

## LANGUAGES

- English
- Hindi
- Malayalam