



HINDE BOMAHTI

United Arab Emirates UAE

Personal Information

Civil status : Married

Nationality : French

Place and date of birth : France - Lyon 1984

I hold a driving license from the UAE.

Residence : Available from husband's work.

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Professional Experience

2004 to 2005 : "NAWABIGH" school - Algiers - French language teacher and assistant director :

- Full supervision of students, controlling daily attendances and absences for monthly and annual statistics, controlling students academic records and their grades.
- Setting periodic meetings with parents, ensuring communication between administration and parents especially in case of anomalies.
- Following-up the educational and scientific tendencies to reach the best of our services.
- Helping in raising awareness and psychological guidance for students, contributing in solving their problems through continuous communication between parents and students.
- Execute government instructions and present all necessary documents and records to Ministry of education.
- Following-up the teaching staff and providing it with necessary tools, supplies and office equipment.
- Keeping records of the fund, controlling students fees and registrations.
- Inputting students and staff data, editing and printing their personal reports.
- Organization of salary tables, allowances, compensation and discounts.
- Teaching french high school classes.

2006 to 2007 : ELF Organization - France - Executive secretary:

- Documenting and archiving expenses, revenues electronically and manually.
- Public relations, customer relations and communication.
- Organization and coordination of daily and weekly agendas, arrangement of administration matters.
- Incoming and outgoing mail distribution, writing correspondances, redaction of reports.
- Execution of all administration instructions.
- Printing, coordination and reviewing of all legal notes.

20/08/2009 to 01/09/2012 : Nursery “tuyur aljana” (by Sheikha Mona Saqr Al Qasimi) Assistant director

Accounting and administrative work:

- Monitoring and archiving daily accounts and school fees, Communication with parents to follow up payments.
- Execution of all government instructions and provide them necessary documents to avoid any irregularities.
- Following-up all expositions of education and teaching, purchasing materials and supplies that serve child's environment.
- Affording all sort of communication with the teaching stuff, social and psychological care, contribution to solve their problems, in order to afford the best for children.
- Following-up personnel affairs, completing legal papers.
- Organization of excursions and parties, looking for fun and useful environment for children.
- Checking daily expenses.
- Inputing, archiving of children's data on computer.
- Organization of salary tables, allowances, compensation and discounts.
- Design of advertising signboards.

Educational work:

- Children supervision : following safety procedures from arrival until getting to the classroom.
- Distribution of children's weekly schedule on the educational, social and psychological level, Informing parents of their children's progress.
- Attend educational and scientific seminars to improve children's educational yield.
- Periodic following-up of supervisors and classrooms, communication with children and following-up their daily activities.
- Designing and distributing the daily nursery newspaper to ameliorate communication between the nursery and the parents and the parents and children.
- Controlling attendances and absences, contacting the parents in case of any anomaly.
- Supervising weekly activities and schedules to be distributed.
- Organization of periodic meetings between the teaching stuff and the parents.

2013 : Courses coordinator

- Coordination and preparation of training courses.
- Communicating with coaches and trainees.
- Booking hotel rooms, supervising the preparations (Sound equipments, chairs...)

2013 to 2017 : Coach

- Obtaining a training license from the International Academy of Training.
- Online courses through websites and social media.
Website link: hindacourses.com
Youtube channel link : https://m.youtube.com/channel/UCN2ojV86_q9f_7UpB-LrLw
- Direct and real courses in UAE, Saudi Arabia, Oman and Algeria (2016).

Education and Certification

- 2nd year of Economics and Management - University of Algiers.
- High School degree - Accounting Section.
- Certificate of Training and Consulting as an international coach approved by the Canadian University.
- Certificate of “Leadership for childcare professionals” approved by the Ministry of Social Affairs of the **UAE**.
- Certificate of “Education and early childcare” approved by the British University - Dubai.

Languages

Arabic : native speaker

French : spoken, written and read - excellent

English : spoken, written and read - good

SOFTWARE AND COMPUTER SKILLS:

Full controlling of Microsoft office, wide experience en word processing, Photoshop and mailing. Broad experience with accounting programs and electronic browsers. I have extensive experience in searching information, preparing studies and writing reports.