

Mai Tabbal

Mai is a highly equipped, resilient, reliable person with more than an overall 10 years of experience, performing a variety of, Administration Management, assistant, marketing, teaching, and secretary, in multi-national companies.



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 Nationality: Syrian

 Date of Birth: 18 July 1987

 Residency: Sharjah, UAE

WORK HISTORY

Math Teacher

Jeel Al-Nada International School, Jeddah

Aug. 2019 to Apr 2020

- Established positive, professional relationships with students, supporting academic and personal growth.
- Consistently acted as a positive role model for school behavioral values and principles.
- Set appropriate learning challenges for homework and assessments, providing constructive feedback upon marking to strengthen students' learning abilities.
- Maintained positive learning environments through outstanding classroom and behavior management.
- Taught practical mathematical reasoning and theory, promoting day-to-day subject usability.
- Inspired academic success based on belief that all students can achieve excellence, regardless of background.
- Helped students develop important learning skills and good study useful habits.

Homeroom Teacher (Grade 4)

Al-Kawthar International School, Jeddah

Sep 2018- Apr 2019

- Stayed abreast of changes to school and district policies as well as new trends in education by attending professional development courses and in-service training sessions.
- Maintained high levels of classroom efficiencies by keeping good time and making forward plans for all subjects.
- Created a welcoming, positive classroom environment that encouraged children to express their opinions, thoughts and feelings.
- Collaborated with administrators on classroom policies, management strategies and discipline.

SKILLS

- Team leadership
- Advertising and marketing
- Social media marketing
- Customer Service
- Microsoft Office

EDUCATION

July 2009

Bachelor's Degree English Literature

Saba University, Jeddah, , KSA
GPA: 75,

LANGUAGES

Arabic:

Native language

English:

Fluent

- Used behavior modelling and specialised teaching techniques to share and reinforce social skills.

Math and Science Teacher (Grade 2),

Majestic School, Jeddah

Sep 2016 to Apr 2017

- Taught academic scientific concepts, clearly explaining modern uses and implications to make curriculum relevant to everyday life.
- Created comprehensive, engaging resources in line with programmes of study, building scientific understanding and confidence.
- Developed inquisitive students, teaching varied processes and methods of discovery to inspire further scientific enquiry.
- Maintained classroom discipline and a safe working environment, following school guidelines relating to welfare, health and safety of students at all times.

Teaching Assistant

Imperial International School, Jeddah

Sep 2014 to Apr 2016

- Assisted with marking assessments, reporting feedback to students and parents to maintain consistent improvement.
- Acted as a superb role model, consistently promoting values and behaviors important to the school.
- Utilized skills in behavior management to aid positive, productive classroom environments for optimal learning conditions.
- Used behavior modelling and specialised teaching techniques to share and reinforce social skills.
- Supported student learning objectives through personalized and small group assistance to support classroom instruction.
- Retained interest and maximized receptive learning by educating students utilizing hands-on instructional techniques.
- Organized classroom materials to help teachers prepare for daily instruction and activities.

Administration Assistant

Al-Tababah Medical Center, Jeddah

Aug 2010 to Sep 2012

- Assisting doctors and patients to communicate through translation from English to Arabic vice versa.
- Receiving and distributing messages from telephone/email as appropriate, talking clear messages and passing these promptly to the appropriate employee in the center.
- Providing reception duties on behalf of the team, which involved providing face-to-face contact for visitors in a responsive and courteous manner and setting appointments for the visitors in coordinating with the doctors.
- Providing efficient data entry into the local team information systems as required.

- Marketing the services provided in the center and providing advices and all the needed information to the patients.
- Selling cosmetics those available in the center.
- Receiving payments from customers and issuing their invoices.
- Calculating total payment received during the day and preparing daily statement of account to hand it over to accountant department.
- Assisting the division manager in all paper works such as typing and distributing instructions, preparing new brochures and sending emails....etc.

Secretary and Receptionist

Star Care Medical Center, Jeddah

Dec 2009 to Jun 2010

- Handling all insurance issue in coordinating with insurance companies.
- Opening new files for the first-time patients.
- Supervising the cleaning of the patient's rooms.
- Assisting patients and taking care of all their needs.
- Getting the patient's medical report from the doctors and hand it over to the concerned patient.
- Preparing patient's invoices and collecting the money to hand it over to accountant department.
- Assisting the manager in reviewing employment application and filtering the CVs.