

# **RASMIN MOHD ISMAIL**

+91 7025332119 🕞 mohdismailrasmin@gmail.com of Kod

🗠 Kodungallur, Kerala, India

# ACADE MIC CREDENTIALS



# COMPUTER PROFICIENCY

	* * * * *
MS Office	*****
Basic Operations	** * * * *
Internet & Email	*****

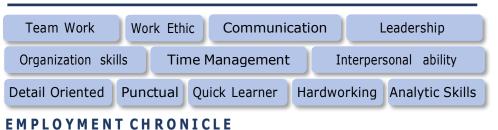
# PERSONAL STRENGTHS

- COMMUNICATION -Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE Having a student focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION Helping others, organizing a to-do list.
  Prioritizing tasks by the deadline for improving time management.
- MANAGEMENT- Management skills to direct others and review others performance.

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## KEYSKILLS



# ASSISTANT PROFESSOR 5 Months KKTM GOVT COLLEGE PULLUT KERALA, INDIA ASSISTANT PROFESSOR 4 Years MES ASMABI COLLEGE KODUNGALLUR, KERALA, INDIA

#### KEY RESPONSIBILITIES

- Assisting with various departmental duties and providing academic support to Professors and other staff.
- Recruiting, training, and mentoring new junior staff.
- Prepared new syllabus for the course.
- Attended the duties as External Examiner on Management Project Viva- voce held at this center.
- Teaching and supervising undergraduate and graduate students.
- Providing demonstrations and supervising experiments and investigations.
- Prepared the question Bank for the course.
- Answering questions in class or via email or telephone.
- Provided Department Heads with feedback on studentprogress.
- Attending faculty and departmental meetings and voicing concerns or providing suggestions for improvement.

#### LANGUAGES KNOWN



#### INTERESTS



# REFERENCE

Available upon request

# PERSONALDOSSIER

Gender	: Female
Date of Birth	: 10-08-1991
Nationality	: Indian
Marital Status	: Married
Permanent Address	: Rasmin Mohd Ismail
	Kadambot (H) P.O Eriyad,
	Kodungallur, Kerala, India

# PASSPORTDETAILS

Passport Number: P4064002Date of Expiry: 24-08-2026Place of Issue: Cochin

# DRIVING LICENSE DETAILS

Holder of Valid Indian Driving License License Number : 46/8524/2013

# DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

#### **RASMIN MOHD ISMAIL**