



ELISHA MAWJI

PROFILE AND OBJECTIVE

I have a working experience of almost 7 years. I like to explore various fields and fully commit and dedicate myself to achieve the organization's vision and mission statement.

I ensure to be an asset to the organization by implementing ethics in day to day basis. My work ethics include a positive growth mindset, integrity, empathy and SMART methodology of delivering tasks.

CONTACT

Email: elishamawji99@gmail.com

Mob: +255674701900

Dar es salaam, Tanzania

DOB: 27th November 1992

TANZANIAN

Activities and Interests

- Taking care of orphans
- Travelling and reading.

EXPERIENCE

TEACHER LIBRARIAN AT AGA KHAN NURSERY PRIMARY SCHOOL

AUGUST 2017-PRESENT

- Create the Library curriculum for both Nursery and Primary school
- Create daily lesson plans and weekly lesson plans for students
- Successful interviews and commendations from IB evaluators
- Writing student reflections at the end of the day
- Training students on thinking skills, social skills, research skills, Self-Management skills, communication skills.
- Application of visible thinking routines in the classroom.
- Supporting students with PYP Exhibition, facilitating learning on academic honesty and Plagiarism.
- Encouraging technology based teaching and learning.
- Working collaboratively with other departments to integrate various disciplines or subjects.
- Online interviews with students for admission
- Creating entrance assessments for students of various levels in Primary school
- Creating formative and summative assessments together with criteria and checklist.
- Meeting with parents about their children's performance and counseling.
- Experience in an educational project by Aga Khan Foundation to develop virtual libraries and select appropriate books for various cities and villages.
- Prepare a marketing Plan for AKEST schools
- Conduct meetings on relevant marketing materials
- Organizing marketing materials to be prepared like marketing videos, brochures.
- Meeting one to one clients to explain about our services.
- Making decisions and setting deadlines for implementing action plan. Ensuring my team is working collaboratively.
- Visiting different schools to promote our education and services.
- As a teacher librarian, I have a thorough knowledge of PYP Curriculum (attended a workshop at the Nairobi school AKJ and **completed CAT3 PYP Certificate**)

- Use the appropriate level of vocabulary for students according to age
- Use correct and relevant learning resources for learning engagement.
- Developing educational and ethical values in students.
- Training on British Council (formal writing)
- Attended COVID 19- First Aid workshop at the Aga khan Hospital
- Successfully organized Earthquake and Fire Drills at the Aga khan primary school.
- Train students on public speaking and debate skills.
- Attended seminars/ workshop at an international platform on bullying
- Attended workshop on Counseling to students and adults for emotional support.
- Organize and handle data in the company
- Design presentations
- Confident and good English and Swahili speaking and writing skills

MARKETING MANAGER AT DIGITAL WAVES AFRICA

SEPTEMBER 2016 – JULY 2017

- Setting objectives and training my team and clients on how to use our mobile software
- Training my team how to handle clients" complain positively.
- I have assisted in recruiting and interviewing new employees and candidates.
- Train clients on how to use our software and products.
- Bring in new clients by conducting product presentations.
- Setting deadlines and ensuring it is met on time.
- Evaluating results on our marketing strategy and budgets
- Preparing reports.
- Handle Social Media Marketing for clients online.
- Write blogs for their website. Edit website content.
- Delegating work to the team and ensuring there is growth among every employee.
- Social events to celebrate our achievements.

**UNIVERSITY COUNCILOR FOR LEARN IT INSTITUTE
NCC BRITISH EDUCATION (MARCH 2015 – JUNE 2016)**

- Presenting various courses to prospect students about the college.
- Assisting students with admission
- Supporting students emotionally by counseling them.
- Making follow ups with prospective students to enroll in the college.

EDUCATION

DIPLOMA IN INTERNATIONAL BUSINESS

NCC EDUCATION, LEARN IT INSTITUTE

BRITISH EDUCATION IN AFRICA

JUNE 2014

IB DIPLOMA GRADUATE

JULY 2012

CAT 3 IB PYP CERTIFICATE IN TEACHER LIBRARIANSHIP

KEY SKILLS AND CHARACTERISTICS

- I believe in Gender and Race equality.
- Open minded in accepting different perspectives
- Flexible work timings. Setting SMART goals.
- Integrity and hard working. I believe in God.
- Resolve problems calmly in crisis situations
- Take responsibility instead of blaming others.
- Highly focused in finding solutions.