



## Nurdan (Nur)

Live-out nanny, governess  
 fluent in English and Arabic

**Year of birth, country:** 1980, Turkey

**Nationality:** Turkish

**Current location:** Sharjah, has own visa and accommodation

**Marital status:** single, no children

**About herself:** A well-mannered, articulate and responsible experienced teacher/educator/nanny with tutoring experience working for private families. A genuine interest in children and their development. A confident childcarer who is emotionally mature, patient, calm, kind, flexible, approachable and possess high level energy and ability to develop close, trusting relationships with both children and families. Possessing excellent communication skills and able to relate well with people at all levels and converse in a polite and courteous manner. Proven track record to deliver excellent standards, work under considerable pressure while presenting a positive image to others. Keen to find a challenging position within a responsible employer where I will be able to continue to increase my knowledge and develop my abilities.

**INTERESTS, HOBBIES:** Reading & writing, art & craft, calligraphy and traveling, a passion for people, education, pedagogy, nature and pets.

## Education

Bachelors in Education (Major: English Language Teaching) Ankara Gazi University Ankara, Turkey	1998 - 2002
Diploma, The Qur'an Intensive Course (Detailed Explanation of Quran, Holy Book), UAE	2012 - 2014
Pediatric First Aid and CPR Certification Safe Hands First Aid Training Dubai UAE	Nov 2020 - Nov 2022
Early Years Education CPD Courses EYES Dubai UAE	Oct 2015 - Nov 2015
Basic Food Hygiene - Food Safety Level 2 Course Al Safwa Feasibility Studies Dubai UAE	Nov 2015 - Nov 2015

Developmental Screening for Children: Early Identification of Children at Risk Workshop Dec 2015 Dec 2015  
 CEIMC Dubai UAE

Introduction to Crisis Management CPD Dec 2015 Dec 2015  
 Mohammed bin Rashid Academic Medical Center,  
 Dubai UAE

Phonics Workshop Certificate 2020

**Work experience**

**Tutor of Arabic and Quran (part-time)** March 2024 - currently  
 Dubai Hills, placed by EnglishNanny  
 Lessons with a 3-year-old girl, introducing her to Arabic and the teachings of Quran using lots of materials, pictures, crafts, arts.

**Temporary nanny in Dubai** December 2023  
 Nanny for two little girls (5yrs old and 1 yr old) for some days during the girls' family's vacation in Dubai. (excellent reference letter available)

**Temporary English speaking nanny** December 2022 - January 2023  
 Dubai  
 Holiday nanny for a 21-month-old German girl whose parents were visiting Dubai. All nanny duties including planning the girl's free time: visiting playgrounds together, going to the pool, playing arts and crafts, etc.

**Governess** Feb 2021 – June 2022  
 Private Family  
 Ages of the children: 3 Boys aged 8, 5 and 2.5  
 Dubai  
 Duties & Responsibilities:

- Education focused and age-appropriate fun activities targeting milestones.
- Bonding with the children through fun and age-appropriate play and educational activities.
- Organised the children's daily timetable to study and ensure all homework was done.
- Ensured all backpacks and lessons prepared for school for the following day.
- Taking children to after-school activities including swimming, boxing, football, art, cinema, and playdates.
- Help with self-grooming, education, always ensuring that the boys were always looking smart and presentable.
- Providing a warm, fun and safe environment for the children both indoors and outdoors.
- Worked alongside other nannies and household staff as part of a team.
- Reporting and feedback to the parents on a regular basis of the children's development and well-being.

Reason for leaving: change of schedule, fewer working days&hours

**NANNY** Dec 2020- Feb 2021  
 Private Family  
 Ages of the children: A girl of 4.5, a boy of 2.5  
 Dubai  
 Duties & Responsibilities:

- Typical nanny duties
- Educational duties such as teaching Math and various other subjects
- Literacy studies
- Reading stories to promote reading and text understanding
- Age-appropriate developing games and activities.
- Providing a safe, caring and stimulating environment for the children
- Co-operating with the parents to ensure all parts are happy at all times.

Reason for leaving: It was a temporary part time role and soon after the family moved to Abu Dhabi

**PRIVATE TUTOR**

Sep 2020 - Oct 2020

Private Family

Ages of the children: A girl of six, a boy of six (not siblings, just children of two friends)

Dubai

Duties &amp; Responsibilities:

- Homeschooling B6 & G6.
- Following Oakmeadow /Waldorf Curriculum.
- Teaching English as a second language.
- Tutoring, guiding and assisting the child in different subjects such as: Language Arts, Social Studies, Science, Math and Arts & Crafts.

Reason for leaving: the road took to much time&pay wasn't enough to cover the cost of transportation

**TUTOR**

Jan 2020 - Mar 2020

Dubai

- Teaching Quran (Holy Book) to 13-year-old girl
- Assisting with memorization of the chapters
- Teaching word to word translation of the Holy

Book from Arabic to English as well as the grammatical aspects

Reason for leaving: couldn't continue because of COVID

**LIVE-IN GOVERNESS/PA**

Feb 2016 - Apr 2016

Her Highness, Royal family, UAE

- Governess for five children: G11, G8, B6, B3 & B3
- Support the family in personal growth and development of the children focused on the manners, etiquette, well-being, educational progress and Islamic ethics.
- Representing the family as required in all parent/teacher events and activities while respecting the family's protocol.
- Ensuring, managing and promoting the children's health, safety and hygiene.
- Teaching and training the children to accomplish their educational and personal goals.
- Daily school collection and responsible for the liaison with the children's school in all matters and monitoring their progress while always reporting to the family.
- Create a warm and protective environment for the children while at the same time professional.
- Culturally aware and able to manage intercultural differences with patience and sensitivity.

Reason for leaving: live-in was necessary which wasn't convenient for Nur. They parted on good terms.

**TUTOR/NANNY**

2012 - 2016

- Childcare/tutoring (between 2-13 years old age groups)
- Specializing in teaching English as a second language.
- Tutoring, guiding and assisting children with homework in different subjects such as English, Science, Islamic Studies and Math
- Preparing mock-up exams to assess the students' knowledge and skills, maintain a clear progress record and update the parents on regular basis to ensure that they are fully aware, up to date and involved in their children's development.
- Engaging and interacting with children through games, role play and storytelling to stimulate the learning process, encourage them to be more participative and active.
- Develop discipline in children with aim of making them independent and motivate them to continuously improve in their personality, behavior and performance.

**NANNY/CHILDCARER**

- Creating a nurturing and stimulating environment
- Meeting the children's social, emotional and physical needs
- Assisting with self-care and hygiene including diapering
- Providing age-appropriate activities
- Reading to the children, playing games, doing vocabulary exercises, puzzles.

- Keeping the children's bedroom and toy room organized and tidy
- Bathing the children
- Dressing the children
- Preparing healthy, nutritious meals and snacks
- Disciplining the children when necessary and in accordance with parenting principles
- Instilling good manners and a sense of responsibility

## CABIN CREW

2003 - 2012

### ATLASJET INTERNATIONAL AIRWAYS, ROYAL JORDANIAN, EMIRATES AIRLINES

- Responsible for ensuring the comfort, safety and welfare of passengers travelling on aircraft during flights in international destinations with excellent customer service.
- Assigned to "First Class" cabin; where I dealt with VIP/ high profile passengers including members of Royal families, government officials, influential business people, etc.
- Assisting mothers with infants/children, giving them a hand with their luggage during boarding/deboarding, making sure they are seated in a row where the baby coat is provided after takeoff, offering infant seat belt, baby food, child meal, milk, nappies etc. Preparing/warming jars, bottles and cleaning after. Checking them regularly that they are comfortable, safe and secure at all times, looking after children's entertainment, playing games, reading and coloring books, taking them around the cabin.
- Assisting UM (Unaccompanied Minor; Younger passengers travelling alone onboard) during boarding/deboarding, making sure he/she seated next to the female passenger, informing the rest of the team about his/her name, seat number ,any special needs. Briefing the UM about safety demo, location of nearest exit/washroom/entertainment system, checking on him/her regularly throughout the flight and handing over the UM to the ground staff with his/her passport and documents after landing.
- Preparing and serving food and drinks for all passengers, distributing soft toys & colouring books for the children, taking their pictures as memory for their parents.
- Reassuring passengers in the event of an emergency, First Aid and CPR skills used
- Conducting safety briefing before the flights, making public announcements on behalf of pilots, ensuring the operation is running smoothly, and writing flight report, including any unusual incidents.

## Additional information

Turkish – native  
English – fluent  
Arabic - fluent