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**Dear Sir/Madam,**

It is with great enthusiasm that I submit my resume in your esteemed organization. I’m an MA in English Literature. I have earned my Graduation degree in Arts from AbedaInamdar College for Girls, Pune, India with English as my principal subject. I have also earned certification in Diploma in Computer Application from Pune, India and Proficiency Certificate in English Language at National level (India). I’m currently working as an English teacher at the Dubai Japanese School and at Skyline University College, Sharjah as an English Professor ( part – time faculty ).

My teaching experiences afford me to assume all my teaching responsibilities at multiple grade levels. As a compassionate and approachable teaching professional I believe in the complete employment of my faculties and skills. I feel confident and qualified to take on the challenges that teaching offers. I’m confident in my ability to become a valuable member of your teaching staff. The enclosed resume will highlight my career achievements and will showcase my dedication and sincerity to education. I also hold Education Ministry Approval for Teaching.

Being a versatile educator I have taken the opportunity to instruct a wide variety of students from various backgrounds and all facets of society. I’m a compassionate teacher, who loves to teach and who is sensitive to children’s unique needs. Furthermore, with a strong background in Psychology I bring a true understanding of many factors affecting the education of children. One of the most effective ways that I assist my students with is by developing and presenting comprehensible and stimulating lesson plans that facilitate all learning styles – effective listening, individual and group work, integrating multicultural teaching units and positive encouragement and reinforcement to keep students focused and motivated.

I research, locate, and incorporate a variety of resources to accommodate students via visual, audio, tactile and kinesthetic methods. In addition, I integrate literature, phonics activities, and technology to ensure that each pupil is able to comprehend and retain the concepts and language.

My goal is to maintain a communicative and supportive environment and relationship between the teacher and the student. I’m capable of working under pressure and of carrying out my responsibilities with complete honesty, dedication & utmost sincerity. I’m confident in my ability to become a valuable member and a positive contribution to your teaching staff.

My aim is to reach the institution’s goal and vision, and to give my best as per your satisfaction. The enclosed resume will highlight my career achievements and will showcase my dedication and sincerity to education.

  Thank you for your time and consideration.

*CURRICULUM VITAE*

*OBJECTIVE:*

Dynamic and results-oriented Teacher committed to inculcating a passion for learning, creating multicultural awareness through teaching. A trustworthy and approachable individual with excellent communication to cooperatively work with parents and faculty to meet the needs of the students and promote the philosophy and goals of the institution. I firmly believe that I am capable of moving even further in my teaching career given the chance and opportunity.

*EDUCATIONAL QUALIFICATION:*

1. Masters of Arts in English Literature May 2007

Pune University, Maharashtra, India

* English Literature from 1550 to 1980
* Contemporary Critical Theory
* Form of Literature
* Special Author: Thomas Hardy
1. Bachelor of Arts with English as Special Subject April 2005

Pune University, Maharashtra, India

* English, Psychology and Sociology

*ADDITIONAL QUALIFICATIONS:*

1. Pursued Certificate in Proficiency in English Language at National level.
2. IELTS examination from British Council, Dubai, U.A.E with a band score of 7.
3. Personality Development Course from Abeda Inamdar Sr. College for Girls, India.
4. Diploma in Computer Application and Multilingual DTP in 2005 from Computer Academy, Pune, India.
5. Attended Cambridge Teacher’s Workshop in Dubai, UAE in 2010 and 2013.
6. Attended many KHDA workshops and seminars for teachers at Zayed University, Dubai, U.A.E.

*RELEVANT WORK EXPERIENCE:*

1. Working as an English Teacher at Dubai Japanese School, since February 2007.
2. Working as a Lecturer at the English Language Center ( Part Time Faculty ) , Skyline University , Sharjah, since January 2014.
3. Worked as a Part time teacher for CREATIVE WRITING from October 2013 until January 2014, at Al Qadah Children's Development Centre (Confident Communication) Al Nahda , Dubai, U.A.E.
4. Worked as a part time English Teacher at Atlas Educational Institute, Karama, Dubai, U.A.E. (June and October 2007).
5. Worked as a part time English Teacher at Knowledge Planet Center. (January – May 2008)
6. Delivered lectures in English, Psychology and Sociology for Grade 12 ( Arts ) , First and Second year Graduation ( B.A ) students as part of my internship programme at Abeda Inamdar College from June 2005 – September 2006.

*Job Responsibilities and Achievements at Dubai Japanese School:*

1. Conducting English Conversation class from Grade 1 to Grade 9.
2. Responsible for management of books.
3. Preparing lessons and other test materials.
4. Conducting examinations and assessment tests for all the children along with declaration of results.
5. In-depth involvement in making decisions with the higher authorities.
6. Augmented student learning through one-on-one instruction for non-English speaking students
7. Partnered student with advanced bilingual student ensuring a comfortable learning experience.
8. Increased reading levels devoting additional time on Reading and encouragement to speak without hesitation.
9. Documented progress, enhancing student improvement in both understanding and performance.
10. Maintained effective behavioral management within the classroom by incorporating motivational activities and positive reinforcement strategies.

*Job Responsibilities and Achievements at Skyline University College:*

1. Undertaking 15 sessions per week. ( 1 session = 50 minutes )
2. Addressing a mixed ability class where all are preparing for the same test: IELTS (Academic)
3. Planning and Preparing lessons weekly.
4. Reporting to the Head of the English Language Centre with lesson plan, student evaluation report and class tests weekly.
5. Recording and monitoring students attendance.
6. Helping students to comprehend the skills involved and helping them to master the concepts.
7. Preparing Mock and Preparatory tests.
8. Assessing students work in accordance with IELTS standards.

*Job Responsibilities at Confident communication (Al Qadah Children’s Development Center ) (U.A.E):*

1. Undertaking lessons once a week ( Tuesdays)
2. Preparing students for creative writing exams as per TRINITY COLLEGE standards and requirements.
3. Undertaking monthly tests and assessing their work.
4. Maintaining student attendance.
5. Maintaining regular feedback with students’ parents.

*Job Responsibilities at Atlas Educational Institute (U.A.E):*

1. Conducting Evening Spoken English Classes.

2. Providing guidance for IELTS and TOEFL.

3. Conducting English Grammar classes for school children.

4. Conducting ‘O’ level, ‘A’ level, GED, GCSE, GCE and NIOS classes.

*Job Responsibilities at Knowledge Planet Center (U.A.E):*

*Knowledge Planet Center is affiliated to Halifax University in the U.S.A that provides Management and Research courses to aspiring students.*

1. Conducting BBA classes for morning and evening sessions.

2. Teaching *English and Study skills* (morning) and *English Composition* (evening)

3. Involved in preparing the course outline for the morning and evening batches.

4. Preparing and Undertaking Internal Assessment for the students.

5. Preparing question papers for the morning and evening sessions.

6. Involved in evaluating and grading the test marks for the students.

*INTERSTS AND ACTIVITIES:*

1. Won many Certificates, Medals and Trophies for academic excellence in school, college and sports activities.
2. Passion and Love for dance.
3. I’m good at Public Speaking, Debates, Seminars, Workshops, English Speaking (courses), and Personality Development(courses) and can undertake courses for the same.
4. I enjoy cooking, listening to music and reading.

*PERSONAL STRENGTHS:*

1. Ability to teach ‘A’ level, ‘O’ level and Advanced level English.

2. Able to teach different subjects like Psychology and Social Studies.

3. Strong Proficiency and Fluency in the English Language.

4. Effective and well developed Communication skills.

5. Strong process-oriented background.

6. Powerful grasping and adaptive skills.

7. Ability to work under high pressure.

8. Powerful analytical and logical skills.

9. Strong interpersonal skills and an ability to work in a collaborative team environment.

10. Enthusiastic and committed to excellence in my work.

*PERSONAL INFORMATION:*

1. Gender: Female
2. Date of Birth: 10th October 1984
3. Marital Status: Married
4. Languages known: English, Hindi, Japanese, Marathi and

Malayalam.

5. Education Ministry Approval : YES

My Teaching Philosophy *Suchitra Vijay Verma*

*“Teachers make other professions possible”*

‘You learn from everyone’, as quoted by one of my professor colleagues is truly a saying that I firmly and truly believe in. And only a TEACHER can inspire minds and inculcate the seeds of imagination and the love of learning. It is my belief that through education, an individual will receive the vital skills and tools that are necessary to build a life that is successful and prosperous.

My decision to pursue a career in teaching is due to my intrinsic desire to spread my knowledge and contribute toward the betterment of the society. Teaching is noble and highly rewarding profession in which one is able to directly affect the lives of others. During my journey, towards the realization of my dream of becoming a teacher, there have been many people who have helped me establish my career goals and objectives, including my professors and family members.

My teaching style can be best described as one that incorporates and diversity of teaching methodologies and techniques. I’m a strong advocate of hands-on and minds-on learning because I understand that supplementing curriculum with a variety of activities is essential to the learning process.

I enthusiastically engage students in fascinating lessons and by using strategies that address individual learning style, I believe that students will achieve academic success and build the self-confidence to continue taking the risks during the learning process. Learning occurs when the student is fully engaged in the process, makes a personal connection with the information taught, and applies the knowledge to a variety of life-like experiences. And when this occurs, the student gets inspired to indulge in the process recurrently, thus making learning and application a continuous cycle in life.

I understand the importance of using instructional strategies that appropriately address to different learning styles and needs of students in order to become an effective educator. Consequently, is extremely important to determine each pupil’s dominant learning style and continually monitor each student’s academic progress through a variety of assessments. My idea behind planning my instructions is based upon each pupil’s strengths and to improve academic development. I also strive to maintain and equilibrium between my strategies and the goals and vision of the establishment.

The talents to build meaningful relationships with my students and to ‘go the extra mile’ are two more of my strengths as an educator. The development of this relationship will be honest, open and respectful. The students will know I understand them and accept them as they are. It is my commitment to work as hard as necessary as well as spending quality time, to make my students successful, both academically and emotionally.

To conclude, the goal of my teaching is to instill the passion of learning within my students while providing them with an environment that is encouraging and positive. I hope to provide the skills and tools necessary for success and foster the individual talents of each individual, giving them the confidence to embrace their dreams and make them a reality.

I envision a time when my students would look back in time with me and consider me as a teacher who cared for their well-being and as one who contributed towards the realization of their hopes and desires. My peers would appreciate my eagerness and contribution to the growth and development of the concerned community.