**Gulfjobseeker.com CV No:** **880362**

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**CAREER OBJECTIVES**

To excel in the field of teaching and training, with the help of providing consistently improved skills and updated knowledge.

#### EMPLOYMENT HISTORY

1. **Institution Name :** St. Mary’s College, Thrissur, Kerala (Calicut University)

 **Position :** GuestLecturer

 **Date Joined :** 01 June 2010 **Date Left:** 31 March 2011

As part of the department was teaching the following papers to the 1st and 2nd year degree students:

1. Communication Skills in English
2. Critical Reasoning, Writing and Presentation
3. Reading Literature in English
4. Readings on Indian Constitution, Secularism & Sustainable Environment
5. History and Philosophy of Science
6. Literature and Contemporary Issues

 **Additional Responsibilities:**

* As part of the Announcement Committee was in charge of conducting the daily morning assembly and all the announcements in the college during the day.
* As part of the Cultural Committee prepared students as MC’s for the various cultural events in the college. Also co-ordinated between the management, students and external trainers during the state youth festival and escorted the students for the respective competitions.
* As a joint venture of the department and KELTRON acted as a trainer for the add on course ‘English Communication Skills’.
* Was solely responsible for updating the English and Fiction section of the college library according to the funds allocated.
* Trained the students and presented a variety program on the All India Radio slot given to the college.
* Held the position of the secretary of the college NAAC team.
* Prepared the Departmental Profile for the Session 2010-2011.
* As part of the College Staff, was responsible for the preparation of the NAAC Re-accreditation Report for the Session 2009-2010.
1. **Institution Name :** Holy Grace Academy, Thrissur, Kerala (C.B.S.E.)

 **Position :** TGT in Department of English

 **Date Joined :** 08 September 2009 **Date Left:** 31 March 2010

Was handling Communicative English (Literature Reader) for standard IX and X along with reading and comprehension skills.

**Additional Responsibilities:**

* Part of the Editorial Board of the quarterly, Gracean Warbling’s (School Magazine).
* As the teacher in-charge of the Debater’s club had to organise section wise debates for the students every month.
* Being a member of the cultural committee had to assist the vice principal of co-scholastic activities in organising the various cultural competitions, which was inclusive of preparing the panel of judges, tabulation committee, discipline committee and maintaining a record of the results of all the events held.
* As the class in-charge of standard IX had to: mentor the students, encourage them and motivate them, maintain the report of their term wise development, identify the slow learners and provide them with remedial classes.
* Selected good student orators and trained them as MC’s for all the school events.
* Was selected to represent the school on the panel of stage officials at the CBSE youth festival 2009-2010
* Had to usher the students for the CBSE and State cultural competitions and school picnics.
* Worked as the assistant co-ordinator for the school Sports Day and the Annual Day.
1. **Institution Name :** Sophia Girls’ College, Ajmer, Rajasthan (MDS University)

 **Position :** Lecturer

 **Date Joined :** 01 July 2008 **Date Left:** 30 Sept 2009

As part of the Department of English, was responsible for the following papers for the respective courses:

* BA (Part I, II, III)
	+ Poetry, Prose & Fiction
* English Hons. (Part I)
	+ English Comprehension & Grammar
	+ Pre Romantic & Romantic Period
	+ 19th Century Prose & Fiction
* English Hons. (Part II)
	+ American Literature
	+ 17th Century Poetry & Fiction
* BCA
	+ Communication Skills
* MA (Previous)
	+ Modern English Usage & Language
	+ Poetry - Chaucer to Romantics
	+ Bacon to Eliot
* MA (Final)
	+ Post-Colonial Literature
	+ Prose & Fiction 20th Century
	+ British Contemporary Literature

**Additional Responsibilities:**

* Co-ordinate the activities of the Associations:

Dramatics Club – ‘Spectrum’

The ‘Literary Forum’

 ‘Good News Group’ the spiritual formation club.

* Part of the Editorial Board of the quarterly and annual College Magazines.
* Actively involved in designing and editing the College prospectus for the Academic Session 2009-2010.
* Played an active role as part of the college website committee in the year 2008-2009.
* Represented the College at the state level annual conference of RASE (Rajasthan Association of Studies in English).
* Prepared the Departmental Profile for the Session 2008-2009.

#### EDUCATIONAL BACKGROUND:

**Highest Education : M.Phil. (English Literature)**

**Name of Institution :** Dayanand College, Ajmer, Rajasthan (MDS University)

**Specialisation :** Australian Poetry

**Year :** 2008-2009

**Second Highest Education : M.A. (English)**

**Name of Institution :** Sophia Girls’ College, Ajmer, Rajasthan (MDS University)

**Specialisation :** Post-Colonial Literature & British Contemporary Literature

**Year :** 2006-2008

**Graduation : B.A. English (Hons.)**

**Name of Institution :** Jesus & Mary College, New Delhi (Delhi University)

**Specialisation :** Nineteenth Century European Realism

 & Anglo-American Writing from 1930s

**Year :** 2004-2006

**COMPUTER PROFICIENCY:**

**Applications** : Microsoft Office

**Internet** : Savvy

### PERSONAL DETAILS:

**Age :** 26 Years **Date of Birth :** 29th March 1986

**Gender :** Female **Marital Status :** Married

**Nationality :** Indian

**Languages Known :** English, Hindi, and Malayalam

**Place : ABU DHABI**

**Date : 10/06/2012**