**Summary**

Dedicated, resourceful and goal-driven professional educator with four years’ Teaching experience and with a solid commitment to the social and academic growth, looking for a challenging opportunity in an International company in the field of Education and Administration

### Career Objectives

* Highly inspirited to mold up a better generation to bring up world harmony and world piece with available human resource beyond curriculum
* To be part of a creative team, which encourages the implementation of new ideas, allows for the flow of knowledge in both directions and immense scope for vertical growth
* To work in a professional environment where qualification and experience provides advanced opportunity and challenge to handle a responsible post for career growth
* Utilize my knowledge and skills to gain comprehensive understanding at a reputed organization so as to take responsibility and to contribute significantly.

**Personality Traits**

* Good leadership skill to set goal, empowerment and performance evaluation.
* Strong Problem solving skills to resolve issue quickly and fairly
* Remarkable patience with reliability and responsibility.
* Ability to make a strong and healthier relation among the employees
* Successful in working at very tight deadlines
* Flexibility and initiative through adapting to different environments

### Educational Qualifications

|  |  |
| --- | --- |
| Post Graduate in English Language& Literature | |
| University &Year of passing | Annamalai University -2012-14 |
| Post Graduate in Sociology | |
| University & Year of passing | MK University -2010-12 |
| Bachelor of Education in English | |
| University & Year of passing | University of Calicut -2009-10 |
| Graduated in Functional English (minored in Journalism & Communication) | |
| University &Year of passing | University of Calicut -2005-07 |

### Extracurricular Activities

* Vice chairman of College Union – Markazu Tharbiyathil Islamiyya College (2009-10)
* Magazine Sub-Editor - IHRD technical School (2012-13)
* Volunteer of national service scheme in M E S College

### Experience and Employment history

### *Four Years Experienced Lecturer.*

### National Engineering College ( June 2013 -March 2014)

Roles:

* Lecturer of Technical English
* Managing learner’s behavior in the classroom and on school premises, and applying appropriate and effective measures in cases of misbehavior
* preparing and delivering lessons
* IHRD Technical Higher secondary school (June 2012- Mach 2013)

Roles:

* Lecturer of English Department
* Magazine Subeditor
* Undertaking pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties
* Communicating with parents and cares over pupils' progress and participating in departmental meetings, parents' evenings and whole school training events;
* PTA member
* Ideal International Institute of Education ( June 2010- March 2012)

Roles:

* Head of the Department
* Club Activity Coordinator
* Examination Team Leader
* Participating and organizing extracurricular activities, such as outings, social activities and sporting events
* Undertaking pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties
* Record works of pupils' progress and development

### Technical skills

* Excellent in basic use of computer
* Proficient in working on MS office( Office Package : Microsoft Word, Excel, PowerPoint)
* Internet Savvy
* DCFM ( diploma in computerized financial management)

### Personal Details

|  |  |
| --- | --- |
| Date of Birth | 25/12/1987 |
| Sex | Female |
| Nationality | Indian |
| Religion | Islam |
| Marital Status | Married |
| Children | 0ne |

### Language proficiency

* English : Fluent
* Malayalam : Mother tongue
* Hindi : Pre-Intermediate



**Gulfjobseeker.com CV No:** **1507116**