**First Name of Application CV No 1640550**

Whatsapp Mobile: +971504753686



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CAREER OBJECTIVE

# A professionally rewarding career in teaching Social Science or English wherein I can use my academic, professional knowledge and experience to achieve the institution’s vision.

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PROFILE SUMMARY

A holder of **Post Graduate Diploma in International Education** (PGDIE) from **Keele University** which is a leading campus university situated centrally in the U.K. This is a professional full-time course conducted in collaboration with Indus Training and Research Institute (ITARI) of Indus International School Bangalore to train and equip teachers to embark on a rewarding career in international and progressive schools like yours. The PGDIE curriculum focuses on trans-disciplinary facets of international curricula, educational philosophy and best pedagogic practices.

# Besides the above, I have done my Post Graduation (M.A) in Sociology along with an MBA in Human Resource Management (HRM) with 14 years in diverse fields as a Business Analyst in SAP, HR and Executive Assistant to the top managements of companies like Novo Nordisk A/s., Denmark and Zubair Corporation, Dubai etc.

SKILLS SUMMARY

# Excellent communication and written skills in English.

# Very strong computer and Internet skills

# Able to create a vibrant and effective learning environment

* Familiar with a variety of approaches to teaching pupils

# Having the ability to motivate and earn the respect of students

# Dedicated to teaching students the importance of geography

# Strong ability to tie History / geography lessons into current events

# Ability to plan, collect material and deliver the lessons in the class.

# Good and deep knowledge of English Grammar and Literature.

# Ability to dramatize English stories effectively and creativeness in teaching process.

* Expertise in valuation of ICSE 10thGrade Answer Scripts.

PROFESSIONAL QUALIFICATION

* Bachelor of Education (B.Ed) from Bangalore University.
* Post Graduate Diploma in International Education (PGDIE) from Keele University, UK
* MBA in Human Resource Management (HRM) from Edith Cowan University, Australia, passed with Distinction.
* M.A. in Sociology from Karnataka State Open University.
* B.A. from Mysore University.

EMPLOYMENT DETAILS

**From May’15 – present** : **St. Philomena’s PU College and High School, Bangalore.**

Designation : Lecturer

Subject taught : English Literature English Language and Geography

Grades : PUC: English, 8th – 10th: English Language & 10th: Geography

Syllabus : ICSE & State Board

Salary drawn : INR:30,000/- P.M.

Job Summary

* Providing a stimulating learning environment in which students can develop their full potential.
* Employing a broad range of instructional strategies to retain students’ interest and maximize individual learning within a group environment.
* Utilizing computer resources like Internet, Smart Class to promote interactive learning.
* Helping to prepare students for the future workforce by introducing new technology and encouraging interactive group-work and problem-solving.
* Evaluating, communicating student progress and preparing and implementing remedial programs for students requiring extra help.

**From June’14 – April’15** : **Indus International School, Bangalore**

Subject taught : English, Social Science & Leadership Curriculum

From Jan’08 – July’13 : Novo Nordisk India (A Denmark based MNC) Bangalore

Designation : SAP HR Functional Consultant/Business Analyst

Job Responsibilities

* Assisting ITS India Director in the **recruitment process of new staff for its operations in India.**
* Acting as a liaison between the candidates and the company on behalf of ITS India Director.
* **Sharing knowledge on the business process to the** newly inducted staff
* Ensuring quality systems & procedures are in place for IT-GSC (SOPs, training records & other relevant documents etc.)
* Preparation of various MIS Reports thru Excel and SAP.
* Preparing draft proposals and presentations for VP’s meetings and conferences.
* Publication of news/other articles in our company’s intranet i,e; GlobeShare

From August’05 - Dec’07 : M/s. Sundaram Architects Pvt. Ltd. Bangalore, India

Designation : Executive Secretary to the Vice President

August 1998 - July 2005 : M/s. Zubair Electrical LLC, Abu Dhabi, U.A.E.

Designation : Secretary to the Executive Vice President.

LANGUAGES KNOWN

English, Hindi, Malayalam, Kannada & Tamil

PERSONAL DETAILS

Date of Birth : 6/03/1971

Sex : Male

Marital Status : Married

Nationality : Indian