Sameeha

Sameeha.347272@2freemail.com

* **Objective:**

To continue to work in an institution that requires my skills and expertise and to continue to learn as I work, because I am aware that learning continues throughout life.

* **Educational Qualifications:**

Post-Graduation in English Language and Literature (Calicut University in Kerala). (2014-16)

B.A Functional English (Calicut University in Kerala).(2011-14)

Plus two Board of Higher Secondary in Kerala. (2009-11)

S.S.L.C Board of Public Examination in Kerala.(2008-09)

* **Technical Qualification:**

Advanced Diploma in Accounts Management and Banking Allied Training.

( Practical Accounting (Manual) & Computerized Accounting (Tally) )

MS Office (MS Word, MS Excel, MS PowerPoint, MS Access)

* **Work Exprience:**

Worked as an Assistant Professor at EDUCOS Arts & Science College of Calicut University –Kerala – India since September 2016 to January 2017.

* **Job Description**

Organizing and delivering classroom lectures to students.
Evaluating a students' class work and assignments.
Preparing classroom and coursework materials, homework assignments, and handouts.
Recording and maintain accurate student attendance records and grades.
Classroom management.
Developing English lesson plans in line with the National Curriculum.
Maintaining discipline in the classroom.
Creating a vibrant teaching atmosphere.
* **Skills**

 Good Listening skills.
 Patience.
 Can manage stressed condition.
 Good communicator.
* **Extra Curricular:**

 Event Organizer in all school and college annual day functi**o**n and other technical

 events.

* **Language Skills**

Malayalam (Mother Tongue)

English – Excellent

Arabic – Average

Hindi – Average

Tamil – Average

* **Hobbies:**

Traveling.

Reading.

* **DECLARATION**

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.