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|  |  | **SUNITA**  [**SUNITA.351070@2freemail.com**](mailto:SUNITA.351070@2freemail.com) |  | Capture.JPG |
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A challenging Executive position in an Organization where my proven record of success will benefit its progress.

**Professional Summary PROFESSIONAL SUMMARY**

Results-oriented, high-energy, hands-on education professional, with a successful record of accomplishments in training, and customer service initiatives in academic support, service and training for twenty years. Major strengths include excellent communication skills, competent, strong team player, attention to detail, and dutiful respect for compliance in all regulated environments. Thorough knowledge of business and custom- related practices, and a clear vision to accomplish institution’s goals.

**Career snapshotPROFESSIONAL SUMMARY**

* English Instructor and Corporate Trainer (2015 onwards) – MCTC Deira, Dubai.
* English Lecturer (2012-2015) – St Joseph Engineering College, Vamanjoor, Mangalore, India
* Executive Programme Coordinator (2006-2012) - KUIDFC, Pilikula Regional Science Centre, Mangalore, India.
* English teacher (1999-2008) - Sacred Hearts’ Higher Primary School Mangalore, India.
* English Teacher (1991-1992) - SNV High School, Karkala, Karnataka, India.

**Achievements &Awards :**

* **Gold Medal, M A English Literature, Karnataka State Open University 2010-2011**
* First place in “Talents Day For Teachers ‘’, District Level Mangalore, India 2009
* ‘Best Outgoing Student Of The Year’ Award, Sri Bhuvanendra College, Karkala, India 1991
* Proficiency Awards in Class X, BA and B.Ed.

**Other Notable achievements :**

* Created high quality resources and proactively participated in the creation of new system of work.
* Communicated with students, parents and other educators on a regular basis to discuss student progress.
* Created a vibrant teaching atmosphere.
* Took part in the School and College quality assurance – Attended and contributed to school meetings and weekly briefings.

**Professional Experience:**

**MCTC-**(**English Instructor and Corporate Trainer**):**2015 Onwards**

* Teach Intensive Spoken English at the Basic, Intermediate and Advanced level (Reading ,Writing and Spoken )
* Corporate Training in Soft Skills and Spoken English-Have successfully trained students from reputed groups like Emirates, D NATA , Al Ghandi,

Al Futtaim etc

* Business English.
* Personality Development- with special emphasis on Stress, Anger, Time Management and Leadership Skills
* ESP (Develop and teach English for Specific courses through a blended learning approach)
* IELTS

**St Joseph Engineering College -** (**English Lecturer**) :**2012-2015**

* Conducted (10 month) EFL Courses for batches of Graduate Engineer Trainees from East Timor 2012-2014.
* Customized the Spoken English Course for EFL training using Online Videos, Dialogue Writing, Group Discussion and Power Point Presentations.
* Appointed as Editor of the First College Newsletter.

**KUIDFC, Pilikula Regional Science Centre – (Executive Education Coordinator**) **2006-2012**

* Development, production and delivery of Government funded educational projects from proposal right up to delivery.
* Delivering events on time, within budget, that meet expectations.
* Setting, communicating and maintaining timelines and priorities on every project
* Communicating, maintaining and developing client relationships.
* Managing operational and administrative functions to ensure specific projects are delivered efficiently
* Providing leadership, motivation, direction and support to my team
* Travelling to on-site inspections and project managing Educational events
* Supervised functioning of 73 Eco Clubs in schools from Mangalore and Ullal Education Block.
* Conducted extensive field visits, twice a year, to each school to interview teachers and students
* Prepared reports, budgets and sanctioned Government funds allocated for the Project.
* Organized 70 Eco tours and 15 Residential Camps for High School students.
* Coordinated 4 teacher training workshops.
* Collaborated 2 workshops for NSS, Scouts & Guides.
* Assistant Coordinator for 3-day, National level *‘MakkalaMela’* at Pilikula involving 1500 students.

**Sacred Hearts’ School, Mangalore – (English Teacher)1999-2006**

* Organized major school events.
* Chief Coordinator of Total Quality Management (TQM) for two years
* Evaluated District Level Board Exams.
* Trained a group of 70 students for a cultural performance at District Level Republic Day Celebration
* Served as Staff Secretary for three years
* Taught English and Social Sciences at High School level
* Authored ‘*English Digest’*  based on English Textbook of Class X, Karnataka State Board Of Secondary Education
* Served on the Editorial Board of ‘Little Man’, School Annual Magazine
* Staff in-charge of Eco Club
* As coordinator of the School Eco- Club awarded, “*Best Eco Club Award*”, Government of Karnataka, 2010

**SNV High School, Karkala, Karnataka – (English Teacher) 1991-1992**

* Trained High School students in Communicative English.

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|  | **Qualification**  M.A. English , Karnataka State Open University 2011  B.Ed. Mangalore University 1991  B.A.(History, Economics, Political Science),Mangalore university 1990 |
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| **I.T. Skills** | | |
| Office Tools: MS Word, MS power point, MS Outlook, internet application & operations.  **Languages Known**  English, Hindi, Urdu, Kannada, Konkani, Marathi, Tulu.  **Hobbies:**  Reading Books, Interacting with people. | | |