

**Education:** *2012-2014 Calicut University*  Calicut, India

 Degree: **Bachelor of Education, English**

Grade: A

*2010-2012 Calicut University*  Calicut, India

 Degree: **Master of Arts in English Language and Literature**

*2007-2010 Calicut University*  Calicut, India

 Degree: **Bachelor of Arts in English Language and Literature**

**Relevant Experience:**

*10/2014 – 02/2017 Al Salama Eye Research Foundation (AERF) Kerala, India*

**Vice Principal**

* Motivate, satisfy and inspire staff to deliver their highest levels of performance.
* Oversee operations through an executive team, to identify and utilize opportunities that will improve the system’s educational performance.
* Work effectively with educational institutions, the community and other organizations to meet the needs of the Al Salama Group of Institutions.
* Ensure that the college meets the provisions of its Strategic Plan and assist the management in keeping it up to date and relevant.
* Ensure that the Management Board receives the information in a timely way in order for it to function effectively and to properly administer its responsibilities.
* Ensure that the college complies with its statutory and regulatory responsibilities (including: Health, Safety and Environmental, Safeguarding, Equality and Diversity).
* Carry out general administration of the College of Optometry and overall supervision of teaching programmes with special emphasis on guidance and counselling of students.
* Responsible for preparing time tables and organizing workload of staff including teaching assignments.
* Make arrangements for students’ clinical experience in hospitals and public health field.
* Delegate other duties like recruitment of staff, admission of students, conducting of examinations, maintenance of permanent records of students and supervision of living conditions of students.

*10/2014 – 02/2017 Al Salama College of Optometry Kerala, India*

 *Kerala University of Health Science*

**Assistant Professor of English Language & Literature**

* Provide instruction in various levels of composition, critical analysis, philosophies, literature and humanities.
* Work effectively and cooperativelywith colleagues in the English department, which includes contributing to ongoing curriculum and program development and assessment.
* Employ a variety of teaching strategies which includes lecturing, conducting class discussions, coordinating small group activities, and providing individual conference time to guide and evaluate student progress.
* Develop strategies and training modules for teaching language and literature and ESL learners.
* Provide student advising and assistance. Gives extracurricular classes to help them win in competitions of job market.
* Cooperate effectivelywith other college personnel to assist students with career planning, job placement and follow-up studies.
* Conduct oral evaluations of students spoken language skills.
* Assist with administrative tasks such as power point presentations, language drills, games and evaluations.
* Perform training classes on communicative English, body language and parenting.
* Teach lessons that contain components related to reading, writing, speaking and listening skills.

0*5/2014 - 09/2014 KMM English School and Junior College Perumbadappa, Puthen Pally, Kerala, India*

**Vice Principal & Post Graduate English Teacher**

* Adhere to and enforced board policies, school guidelines, administrative directives, the master contract, and the management standards.
* Assist in the development and administration of policies dealing with discipline, conduct, and attendance.
* Support the principal with fire, storm and tornado drills on a regular basis to implement emergency evacuations and lock-downs effectively.
* Aid in curriculum development to meet the needs of all students.
* Prepare required reports and paperwork.
* Help in the selection and mentoring of staff.
* Assist in supervision of special events.
* Act as the “Language Coordinator” and “Scaffolder” of English Club.
* Teach English language classes and prescribed text books for senior classes.
* Conduct exams and evaluated students according to the syllabus.

*09/2013 - 04/2014 WMO IGA College Wayanadu, India*

**English Lecturer & Warden**

* Provide instruction in various levels of literature, composition and humanities.
* Work effectively and cooperativelywith colleagues in the “English” and other departments; contribute to ongoing curriculum and program development and assessment.
* Instruct and help students to interpret literature
* Teach students about the structure and content of the English language, including proper grammar, spelling, and sentence structure.
* Create instructional resources like Power point presentations and video/ audio slides.
* Act as the Key trainer of BEC (British English Course)
* Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
* Oversee administration of the student hostel
* Ensure discipline in the hostels
* Implement decisions taken by the Institute authorities

**Technical Skills:**

-Completed the course “Introduction to TESL” by ALISON

 -Microsoft 97, Microsoft 2000, Microsoft XP, Windows 7, Windows 10

 -Microsoft Office—Power Point, Word, Excel, Publisher

 -Diploma in DTP (Desk Top Publishing- Photoshop, Page Maker, Corel Draw)

 -Typing 45-50 wpm

**Extra Curricular Interests:**

-Reading & Writing

-Athletics & Sports

-Observing Nature

-Travelling and Sight seeing

**Honors, Organizations and Volunteer work:**

- Was a member of IRF. (Ideal Relief Wing),

- Member of MAPCA. (Mankada Pain and Palliative Care Association)

- Volunteered “Dhisha” international cultural Exhibition 2006.

- Semi-Professional soccer player.

- Attended National, State seminars regarding education, literature and ICT.

- Qualified SET (State Eligibility Test)