

**Name** **: VIOLA**

**Email** : viola.369747@2freemail.com

**OBJECTIVE:**



To put forth my knowledge, talents & skills towards the advancement of the organization & also to work in challenging & creative environment by taking up the work assigned with great commitment and passion to the best of my ability.

**WORK EXPERIENCE:**



* Worked as English lecturer at St. Philomena P.U College from June 2013 to 31st March 2017.

**DUTIES AND RESPONSIBILITIES:**



* Teaching prose and poetry to P.U. students.
* Teaching grammar and assisting students in working out exercises in work book.
* Preparation of notes and dictating the same to the students.
* Assessment of students through surprise tests and other methods.
* Preparation of question papers for exam and valuating the answer papers.
* Maintaining records to monitor student progress and attendance.
* Acting as reviewer of college magazine.

**ACADEMIC QUALIFICATION:**



|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Qualification** | **Institution** | **Year of passing** |
| 1 | Bachelor of Education (B.Ed) | Prasanna College of Education | 2016 |
|  |  | Belthangady |  |
| 2 | M.A in English | St.Aloysius College Mangalore | 2013 |
|  |  | (Autonomous) |  |
| 3 | Bachelor of Arts | St.Philomena College Puttur | 2011 |
| 4 | Pre University | St.Philomena P.U College Puttur | 2008 |
| 5 | S.S.L.C | St.Victors Girls High School Puttur | 2006 |

**CORE KNOWLEDGE & FUNCTIONAL SKILL AREAS:**



* Proficient in Microsoft office (Word, PowerPoint & Excel)
* Quick learner of new software applications

**ACADEMIC EXCELLENCE:**



* Highest scorer in college in Arts section in 2nd PUC Annual exam 2008
* Highest scorer in college in B.A university exam 2011
* Secured various Proficiency Prizes in Puc and Degree
* Received felicitation from Don Bosco Club for scoring highest marks in PUC and Degree
* Received felicitation from District Pre University College Principals’ Association for scoring highest marks in PUC Annual Exam.

**OTHER ACHIEVEMENTS:**



* Presented paper at National Seminar on CONTEMPORARY FEMINISMS IN INDIA held at St.Aloysius College Mangalore.
* Participated in National Seminar on INDIAN WOMEN WRITERS IN ENGLISH held at St.Aloysius College Mangalore.
* Secured third place in Hindi Essay at St. Philomena College 2009-2010.
* Secured third place in Treasure Hunt at St. Philomena College 2009-2010.
* Secured second place in SANGAM Variety programme held at St. Aloysius College 2013.
* Judge for English seminar at PRATHIBHA District level Inter School Competition held at St. Philomena College.
* Staff Member of wall board magazine and college magazine of St. Philomena P.U College
* Staff Member of Fine Arts Association of St. Philomena P.U College and organized cultural programmes.

**STRENGTHS:**



* Multitasking.
* Good communication skills.
* Organization.
* Interpersonal skills.
* Take up the responsibility with commitment and achieve goals.
* Confident and leadership quality.
* Enthusiastic, Dedicative and Willingness to achieve excellence in life.
* Expert literary skills ensure error free writing, with perfect grammar and style at all times.



**PERSONAL DETAILS:**



|  |  |  |
| --- | --- | --- |
| **D.O.B** |  | : 25/10/1990 |
| **Religion** |  | **:** Christian |
| **Marital Status** |  | **:** Married |
| **Languages known** | : English, Kannada Hindi. Konkani. Tulu (regional language) |
| **Valid Visa** |  | **:** Visit visa  |

**Declaration:**

I hereby declare that the above given details are true and correct to the best of my knowledge.

**Viola**