MRS. NAGALAKSHMI SASTRI SREEDAR

**Permanent Address**

MF-1 SAFFRON HEIGHTS

Pallava garden main road

Zamin Pallavaram

Chennai-600117

E-mail Id : [naggy67@gmail.com](mailto:naggy67@gmail.com)

**+91 7395911550**

**Objective**

Seeking the position of an English teacher/Academic coordinator in an organization that will enhance my horizon of knowledge and give me the chance to prove myself as the best candidate in the organization.

**Summary of skills**

* Profound knowledge of English Language and ability to teach for all levels of students.
* Excellent communication and written skills as well as ability to explain the text.
* Ability to teach English in different ways or methods i.e. Role Play, language games and dialogue methods.
* Skilled in using the different course books and materials for teaching English as well as having a great passion ad love for English Language.
* Ability to use audio-visual aids for teaching English effectively and creativeness to teaching process.
* Ability to plan, collect material, and deliver the lessons in the class.
* Capacity to arrange the competitions and assess the performance of the students.
* Ability to inspire the students for desired effects in the language teaching tasks.

**Educational qualification**

* M.Phil in English from Bharathi dasan University,Tamil Nadu, India in Jan’ 2007
* M.A in English from University of Madras, Tamil Nadu, India in May 2002
* B.Ed in English and Math from Annamalai University , Tamil Nadu, India in Dec’1992
* B.Sc in Mathematics from Bharathi dasan University , Tamil Nadu, India in May 1987.

**Certification**

Completed the certification course in Montessori training in Kasturiba Academy , Tamil Nadu ,India

**Technical skills**

Good knowledge of computer in MS Word and E-Learning teaching methods

**Work experience (26 years)**

**Worked as an English PGT Teacher in M.E.S. Indian School, Doha, Qatar from Jan’2007 to Jan’2017.**

Responsibilities

* Handling students of grades 9,10,11 and 12 (CBSE) to teach English
* Preparing the lessons according to the needs of the students
* Setting up question papers for assessing the students
* Evaluating the performance of the students and providing them feedback
* Arranging literary activities to enhance their English Language skills
* As the Editor of the school Newsletter and the annual magazine
* Preparing students for cultural activities for the school functions/Annual day
* Assigning group activities for the Formative Assessment(CBSE)
* Conducting ASL for classes 9-12

**Worked as an English Lecturer in Sudharsan Engineering College, Tamil Nadu, India from June 2005 to Dec’2006**

Responsibilities

* Handled engineering students of first year and final year to teach English
* Organized group discussions and helped them to attend interviews
* Conducted literary activities to enhance their communicative skills
* Attended workshops and seminars to implement new teaching methods

**Worked in Vairams Matriculation Hr. Sec .School, Tamil Nadu, India from June 1990 to Apr’2005**

Responsibilities

* Handled students of all levels from Kindergarten to High school
* Taught English and Math
* Worked as Asst. Editor of the School Magazine
* Compiled a series of Grammar books for Grades1-8
* Arranged Educational trips for students
* Conducted cultural events as a part of co curricular activities
* Worked as a coordinator to help out the teachers in the teaching process
* Managed the school as a principal in charge for a year

**Areas of Interest**

* Using self ideology for a better result in the field
* Making use of different techniques for attaining the goal of the organization

**Hobbies**

Reading, browsing on literature, practicing grammar online, watching literature based dramas

**Personal details**

* Date of Birth : 31-03-1967
* Age : 49
* Sex : Female
* Marital status : Married
* Passport No. : M308718

The above furnished details are true to my knowledge.

* Mrs. Nagalakshmi Sastri Sreeda