

MRS. NAGALAKSHMI SASTRI
SREEDAR

Permanent Address

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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 and 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
Sreedha