**CURRICULUM VITAE**

**MUKUND.P.J**

**MOBILE NUMBER:-9995339809 WHAT’S UP NUMBER 7025775205**

**HOME ADDRESS:- SOWPARNIKA, A BLOCK GROUND FLOOR, NEERAZHI LANE, ULLOOR, MEDICAL COLLEGE POST OFFICE, TRIVANDRUM - 695011**.

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PERSONAL STATEMENT:-

I am a professionally well qualified ENGLISH INSTRUCTOR who guides students to improve their comprehension abilities and also excel in oral and written skills by way of constant practice sessions and timely evaluation to check the progress.

**RESUME SUMMARY:-**

My overall 25 years’ experience comprises of commercial exposure to both international and domestic customers at the initial phase of my career immediately after completion of Post-Graduation in English Literature and thereafter improving communicative and written English of both overseas aspirants and fresher’s also which would enhance their career prospects greatly. In addition to these activities, I also do career counselling for overseas aspirants and prepare SOP for each of them after they qualify for a higher studies programme in any of the English speaking countries.

EDUCATION AND QUALIFICATIONS:-

Completed Post Graduate Diploma in Human Resource Management (PGDHRM) 2004-2005

Completed M.A English Literature at Presidency College 1992-1994 University of Madras

Completed B.A English Literature at Presidency College 1989-1992 University of Madras

**PARTICIPATED IN INTER-COLLEGE ESSAY WRITING COMPETITION 1989-1992. WAS AWARDED THE FIRST PRIZE. TOPIC – NUTRITION. TOPIC GIVEN 10 MINUTES BEFORE THE WRITING TIME.**

**TEACHING EXPERIENCE:- ACADEMIC EXPERIENCE – 19 years**

2002 TO 2020

Inputs and practice sessions given for students to develop their oral and written skills.

Lively sessions that involves active participation of students.

Feedback to work out on areas that require improvement.

Constant evaluation to check the progress of students.

EXTRA CURRICULAR ACTIVITIES:-

Guide students to practice for stage performance. - Tongue Twisters

Provide timely assistance for students. - Extempore Speech

Help students to be specific on any informative topic - Seminars

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**R.M. QUEST INSTITUTE OF ENGLISH FULL TIME English Faculty IELTS, Blog Writing for IELTS, SOFT SKILL TRAINING, COMMUNICATIVE ENGLISH AND PUBLIC SPEAKING as well as OET which is posted on the web site to generate more likes and enquiries for training programs. Provided awareness presentation on OET and IELTS at times at a few nursing colleges in Trivandrum, Do counselling to enroll students for IELTS programme and provide career counselling on study abroad. Tenure from Feb 1st 2019 till 20.03.2020, Lock Down thereafter till date.**

BEACON EDUCATION KANNUR FACULTY (ENGLISH) FROM DECEMBER 1ST 2016 to JANUARY 19TH 2019 **IELTS, Career Counselling on Study Abroad – Prepare SOP**

MEDILACE INTERNATIONAL ACADEMY – KANNUR NOVEMBER 4TH 2015 TO NOVEMBER 14TH 2016. **IELTS, Career Counselling for Study Abroad, Prepare SOP**

SCHOOL OF APPLIED BUSINESS MANAGEMENT KANNUR **IELTS TRAINER** AUG 2015 TO NOV 2015, **Career Counselling for Study Abroad, Prepare SOP**

SIMONS ACADEMY – KANNUR – MARCH 2015 to OCTOBER 2015 **IELTS INSTRUCTOR**

SB GLOBAL EDUCATIONAL RESOURCE PVT LTD KANNUR – (FREELANCE) **NORKA IELTS** **PROGRAMME** FEB-MAR 2015

POLE TO WIN INDIA LTD BANGALORE AUG-DEC 2014 (FREELANCE) FACULTY ENGLISH

FRANKFINN INSTITUTE OF AIRHOSTESS TRAINING (FIAT) BANGALORE (World’s number one Airhostess Training Institute) OCT 2012 TO AUG 2014 FACULTY ENGLISH

TV HOUSE NETWORK PVT LTD BANGALORE JUNE 2012 TO JULY 2012 **COORDINATOR for INTERNATONAL ENGLISH DEBATES**.

VALUE POINT ACADEMY BANGALORE SEP 2011 TO MAY 2012 ACADEMICS TRAINER (**ENGLISH- IELTS**)

BRITISH SCHOOL OF ENGLISH sister concern of COMPUTRON GROUP OF EDUCATIONAL INSTITUTIONS KANNUR JAN 2008 TO SEP 2011 FACULTY (**ENGLISH- IELTS**), also conducted a lively session on the topic MOTIVATION for ALFA GROUP OF COMPANIES and Montessori Teachers (one and the only session on PERSONALITY DEVELOPMENT). Also taught TECHNICAL ENGLISH for 1st year BCA student’s 2008-2011 for KANNUR COLLEGE OF MANAGEMENT AND SCIENCE (KCMS) which is also a sister concern of COMPUTRON GROUP OF EDUCATIONAL INSTITUTIONS . **Counselling candidates to enroll for various courses**. **Provide career guidance for Study Abroad.**

APOLLO HEALTH RESOURCES PVT LTD, a sister concern of APOLLO HOSPITALS GROUP – BANGALORE 01.06.2007 TO 31.12.2007 FACULTY (**ENGLISH-IELTS**)

CAREER COLLEGE – BANGALORE 01.10.2006 TO 31.05.2007 FACULTY (**ENGLISH – IELTS**)

**BRITISH SCHOOL OF ENGLISH – KANNUR MAR 2004 TO SEPT 2006 FACULTY (ENGLISH – IELTS and COMMUNICATIVE ENGLISH) started teaching IELTS since 2004. Career Counselling for Study Abroad, Prepare SOP**

MALABAR ARTS COLLEGE –KANNUR JUNE 2003 TO JULY 2003 GUEST FACULTY (ENGLISH)

SREE SHANKARACHARYA EDUCATIONAL SOCIETY – KANNUR JULY 2002 TO JANUARY 2003 FACULTY (ENGLISH)

**COMMERCIAL EXPERIENCE:- 6 years**

MSS – QATAR TRADING COMPANY – QATAR 1998-2001 RETAIL SALES MANAGEMENT

JUMBO ELECTRONICS LTD – DUBAI 1996-1998 RETAIL SALES MANAGEMENT – **Certificate programme on Customer Care and Telephone Etiquette**

NEPC AIRLINES – CHENNAI 1995-1996 SALES EXECUTIVE – AIRPORT REPRESENTATIVE

**Certificate Programme on Passenger Delight**

**SKILLS ACQUIRED:-**

The customer handling techniques has not only built customer loyalty but also created new customers.

Focus on effective delivery that can transform young minds.

Presentation techniques that suit different styles of communication imparted to learners to help them use the same in real life situations.

Usage of the right etiquette in a given situation taught through practice sessions.

Guide students to persuade, convince and also present their views in a logical manner.

DATE:- PLACE:-

(MUKUND.P.J)