

Suresh S:

MBA-HRM; MA-English Literature-2005;

Advanced Practical Diploma in Admin; HR; IR;

MA-English Literature-2009; T E F L;

B.Ed.-1st Division with distinction; B.A.-English; S.S.C.Email: ssureshsiva999@rediffmail.com surshivaa@gmail.com

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Skype ID: 7561835644 suresh s; Zoom ID: 721-197-9006 (personal meeting ID); Jio Meeting ID: 387469111

**An expert, dedicated, and experienced English Faculty.****Personal Dossier:**

Name : Suresh S.
Date of Birth : 10th November, 1965
Father : Late Shri S. Raman Nair
Mother : Late Smt. Devaki Amma.
Spouse : Smt. Rema Suresh
Address : Sivakripa, No.XII-9, Indira Gandhi Road, Ambadimala;
Kureekkad Post, Ernakulam District, Kerala State, INDIA - 682 305
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Handphone : 00 91 7561835644 6282574812 WhatsApp

**Academic credentials:**

- **Secondary** : S.S.C IInd Division – 1985 Board of Secondary Education
- **Higher Secondary** : Discontinued (Civic, Economics & Commerce Group).
- **Bachelors** : Bachelor of Education-1st Division with Distinction-2013.
Bachelor of Arts-English-1989
- **Post Graduation** : a) M.A.-English Literature-2005 1st Division – University of Calicut.
b) MBA-HRM-2007 IInd Division – Pondicherry University.
c) M.A.-English Literature-2009 1st Division – Pondicherry University.
- **Diploma** : a) Advanced Practical Diploma in Admin; HR; IR – 2009 – 1st
Division – Ajax Management Consultants.
b) Executive Secretary-19999 – 1st Division – IICS
c) Ayurveda Panchakarma – 2011– 1st Division – BharatSevak Samaj
(Government of India)
- * **Certificate Course:** Teaching of English as Foreign Language (TEFL) – 2020 – 1st
Division 83% marks – Udemy, San Francisco.

**Technical credentials:**

- a) English Typewriting – Higher Grade – IInd Division – 1986 Board
of Technical Education.
- b) English Stenography-100 w.p.m.– IInd Division – 1986
Board of Technical Education.

Computer Savvy:

Microsoft: Word, Excel, PowerPoint, Outlook Express,
Internet Explorer, Paint. - 30 years

Profile: English Faculty:

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A dedicated and enthusiastic job aspirant with consistent success of over 18 years in achieving sustained curriculum development of 6; 7; 8; 9; 10; 11; 12 & Graduate students; Lesson Planning; Grammar Skills (Parts of Speech, Degrees of Comparison, Tenses; Direct Indirect/Reported Speeches; Active/Passive Voices; Articles, etcetera); Creative writing; Framing Class Exam & Academic year ending Question papers; evaluating answer sheets; Conducting vocabulary enhancing games; comprehension; Essay/Report writing; Organizing Annual Excursion; Parent/Student/Teachers meeting; Motivating Students to take part in College/School Annual day/Republic/Independence day/Children's day celebrations; Drama/skit play, etc.



Administrative strategy; Vendor Management; Statutory Compliance; Performance Appraisal Management; Team Leadership; Customer Relation; Coordination with University/Board; Tuition Fee dues management; Labour Commissioner/Labour Court; Administration of Colleges/School Office; Faculty/Staff attendance coordination; etcetera.

Key Responsibilities:

- Develop and implement comprehensive lesson plans that align with the school's curriculum and educational standards.
- Create a dynamic and engaging learning environment that fosters critical thinking and active participation among students.
- Assess, evaluate, and report on students' progress, providing timely feedback to students and parents.
- Collaborate with fellow educators, parents, and school leadership to enhance the overall educational experience.
- Utilize innovative teaching methods and educational technology to support student learning and achievement.
- Maintain classroom discipline and a safe, organized environment that promotes effective teaching and learning.
- Participate in professional development activities to stay current with best practices in education.



Experience (English Faculty: 18.5 Years): English Teacher:

- Worked with Mount Litera Zee School as Senior English Faculty for 8; 9; 10; 11 & 12th NEET; JEE; IIT; Commerce; Arts and Computer Application Groups from 01.10.2023 to 30.04.2024. Salary Rs.40,000/- plus free Accommodation and food.
- Worked with St. Benedict's Academy, Kengeri, Bangalore as Assistant Lecturer English teaching 10th; 11th; 12th and Graduates from 25.04.2021 to 30.09.2023. Salary Rs.45,000/- plus free Accommodation and food.
- Worked with Velammal Bodhi Campus, Kolapakkam,, Chennai as Senior English Faculty for 8; 9; 10; 11 & 12th NEET; JEE; IIT; Commerce; Arts and Computer Application Groups. Salary Rs.45,000/- plus free Accommodation (HRA) and food.
- Worked with Adwaita Mission Institute of Technology – Administrator-cum-Lecturer (College Administration and Teaching English, Humanities and PMIR to B.Tech.; B.B.A and B.C.A Students) from 15.05.2019 to 20.05.2020. Salary Rs.45,000/- plus free Accommodation and food.
- Worked in MGS Logistics Pvt. Ltd. – as Deputy General Manager-Admin/Operation from 01.01.2018 to 10.05.2019 – Business stagnation. Salary Rs.65,000/-
- In Guardian Angel (Residential School, Itanagar, Arunachal Pradesh as English Teacher for classes 6;7;8; 9 & 10 and Hostel Warden from 15.04.2012 to 30.06.2017 – Completed Five-year contract terms. Salary Rs.35,000/- plus free Accommodation and food.
- With First Guide Academy, Bangalore as Principal, Lecturer-cum-English Faculty for Graduates; Plus-I; Plus-II & 10th. From 10.04.2007 to 30.03.2012 – Completed Five-year contract term. Salary Rs.55,000/-
Extra Curricular: Yoga, Karate, Writing Stories/Poems; Reading; Singing; Dancing (Classical/Folk/Disco & Cinematic); Mono-act; Playing on the Flute; Chess; Carom; Swimming.

Languages: English, Hindi, Malayalam, Tamil, and Telugu to Read, Write, and Speak & Kannada/Oriya only to speak.

Reference: a) Mr. Kumud Ranjan, Head of Department – Mechanical Engineering, M/s. Adwaita Mission Institute of Technology, Shivdham, Maniyarpur Post, Bounsy, Banka, Bihar. Mobile: 9931039430 Email: kr.amitshivdham@gmail.com.

b) Stanislaus (Stanley), No.20A Mathias Nagar, St. Thomas Mount, Chennai - 600 016 (Permanent Address) Contacts: Email: stanleyhighschool2015@gmail.com Mobile: 9840540749

I hereby declare that all the above information furnished is true, correct, and genuine in nature to the best of my knowledge and belief.

Suresh S.

