

FARSANA P.K

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Visa Status: Visit Visa

Passport No: N5318731

D.O.B: 18th Jan 1993



Career Objective

Seeking a position where I can utilize my skills and perform at high levels to achieve the company's goals. Looking forward to take challenging responsibilities to serve the organization & show my abilities.

Profile

- Qualified M.A and B.A in English with 3 years of teaching experience in school and college level.
- Worked as Lecturer and HOD of English Department at Wadihuda Womens Academe.
- Worked as Higher Secondary English Language Teacher in Grammar School, Dubai.
- Typing speed of 60 WPM.
- Proficient with Microsoft excel (Data Entry) and Microsoft Word.
- Excellent communication and customer service skills.
- Good organizational and administrative skills with ability to meet targets.

Academic Qualification

- **Master of Arts in English**, St Aloysius College, Karnataka (Mangalore University)
- **Bachelor of Arts in English**, Gurudev Arts and Science College (Kannur University)
- SSLC and Secondary Education Board of Government of Kerala.

Computer skills

- ❖ Completed the course in Adobe Photoshop, Macromedia Flash and HTML.
- ❖ Expert in MS Excel, Word and PowerPoint and familiar with Data Entry and Tally.

Core Competencies

- Excellent communication skills
- Excellent team player
- Dedicated and Problem solving
- Proficient with Microsoft Excel
- Adaptability and Attention to detail
- Information management

Professional Experience

Wadihuda Womens Academe – HOD and Lecturer (4th June 2018 – 30th March 2019)

- Actively worked with the members of English Department in planning a pathway for the professional learning needs of the faculty.
- Lead the development of appropriate resources, scheme of work, working policies, assessment and Teaching and learning strategies in the department.
- Promoted team work and motivated staff to ensure effective working relations.

Grammar School, Dubai – English Language Teacher (23rd August 2016 – 4th October 2017)

- Developed English lesson plans in line with the national curriculum (U K) to meet curriculum standards.
- Utilized ICT and Online classroom in planning and delivery of lessons for IGCSE syllabus.
- Worked as a Supporting member of the SEN department to enhance student's English language skills.

Aditya Kiran College of Applied Studies – English Lecturer (1st July 2015 – 31st April 2016)

- Assessed and looked after 200+ student's progress throughout the term and worked closely with other staff to efficiently plan and coordinate work.
- Delivered engaging lectures and motivating lessons to students to enhance LSRW skills.

Core Qualifications

- CPD Training Certification from Grammar School on 18 January 2017.
- ICT-CLASSROOM MONITOR Training Certification from Grammar School on 18 January 2017.
- Received British Safety Council e-learning Certification on 24 February 2017.

- Reference Available on request.