



## CAREER OBJECTIVE

- ✚ To obtain a position in an educational institute as a faculty administrator.
- ✚ To encourage creativity and higher order thinking.
- ✚ To build a long-term career as a committed faculty member in a higher education institute.
- ✚ To keep up with the innovative teaching technologies.

## CONTACT

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## INTERESTS

- ✚ Drama, Elocution, Singing, Dancing, Debate, Gardening, Cooking, PETs, Skill development, Group training and Reading.

# Susan Samuel

## Teacher / Academic Operations Officer

### EDUCATION

#### Church Park Anglo – Indian Teacher Training College

[D. Ted – Diploma in elementary education –76%]

Course Synopsis [ECCE, Facilitating and Enhancing Learning, Learning Child, Deep learning KG and Primary curriculum]

#### Ethiraj College for Women

B.com Bank Management

[UG – Under graduation - 64%]

Course Synopsis [Advanced English, Human Resource Management, Soft skills and Development programs, Financial and Cost accounting, Technology and Computer applications in Banks, Company Law]

#### Doveton Corrie Anglo – Indian Girls HSS

- SSLC 60% / HLC –67 %

#### GBS- BTEC Level 5 Diploma in Education and Training (UK Curriculum)

2022-2023 - Evening college

### WORK EXPERIENCE

I currently live in Dubai studying BTEC Level 5 Diploma in GBS UK curriculum (Pearson) and ready to start work.

#### VFS (Visa Forwarding Office – Wafi Mall) Operations Officer

I currently work here

- ✓ Front desk (Examining applications, verifying Identity and appoints)
- ✓ Officer in charge of passport distribution (verifying documents and releasing passports)
- ✓ Officer in charge of couriers (Verifying customer information, preparing shipment invoice, maintaining shipment logs)
- ✓ Document analysis as per Embassy protocol.

#### Ponjesly Public Matriculation HSS [English Teacher]

2019 –2020

- ✓ Teaching of English and General Knowledge subjects for grade 1- 5.
- ✓ Served on school committees and taskforce focused on curriculum planning, lesson plans, formative and summative assessments.
- ✓ Planned and designed class room activities enabling students with creativity.
- ✓ Counselling students with learning disabilities.
- ✓ Provided assistance for substitutional classes.
- ✓ Active participant of the in-service training programs for teachers.
- ✓ Actively participated in faculty administration system.

## PROJECTS, SEMINARS AND WORKSHOP

- ✚ College final year project on "Human Resource Management in Marketing".
- ✚ International seminar on Modern Russian educational technologies for working with children of preschool and primary school age.
- ✚ Teacher Training final year project Case study on a student from the primary grade.
- ✚ Visit to the underprivileged community, teaching them about need for education and hygiene.
- ✚ Visit to the home for the aged.
- ✚ Voluntary service at the Deaf and dumb school.
- ✚ School visit report: Conducting classes, observation, assemblies, assessments, evaluation and preparing anecdotal records.
- ✚ Actively participated in WOMEN'S ENTREPRENEURIAL workshop conducted at Ethiraj College for women.

## TECHNICAL SKILLS

- ✚ MS Word, usage of Excel sheet
- ✚ PPT, PDF.
- ✚ Smart board usage,
- ✚ Updating system's software
- ✚ Creating Anime videos for teaching and training students.

## KKS Mani Matriculation HSS [Pre- Primary English Teacher/Coordinator]

2020 – 2021

- ✓ Training teachers on communication and soft skills,
- ✓ Monitoring and Observing classes.
- ✓ Providing feedbacks based on evaluation.
- ✓ Assisting teachers in preparing lesson plans and classroom activities based on the curriculum.
- ✓ Keeping up-to-date progress records.
- ✓ Discussing children's progress with parents and guardians.

## Steamz Agro India Pvt Ltd [Admin]

2008–2010 Performed clerical duties such as:

- ✓ Filling and photocopying.
- ✓ Maintained inventory, records.
- ✓ Handled calls and coordinated with dealers on product related queries.
- ✓ Provided training for newcomers on product knowledge.
- ✓ Assisted on after sales support.

## India Reigns Media Private Limited [Human Resource Executive]

2013 August – 2017 March Human Resource Executive Assistant

- ✓ Actively involved in recruitment process
- ✓ Prepared job description and posted ads based on requirement.
- ✓ Conducted orientation program.
- ✓ Coordinated seminars and meeting.
- ✓ Maintained employee's information and company journals.
- ✓ Organized and supervised training and development programs.

## SKILLS

- ✓ Creative Lesson Planning.
- ✓ Decision making
- ✓ Learner Assessment.
- ✓ Classroom Management.
- ✓ Active Listening.
- ✓ Effective communication.
- ✓ Good organizational and planning skills.
- ✓ Time management
- ✓ Emotional intelligence

## PERSONAL DETAILS

Name	- Susan Victoria Samuel
Father's Name	- Samuel
Permanent Address	- House number – 10 / A 80, 8 <sup>th</sup> Street, Periyar Nagar Chennai- 600082
Marital Status	- Single
Religion	- Christian
Nationality	- Indian
Position of interest	- Pre-Primary/ Primary Teacher/ Teacher assistant.
Willing to relocate	- Immediately (Currently in Dubai)