

# SREELAKSHMI UNNITHAN



**Sreelakshmi Unnithan**

Flat No: 107,  
Eagle Building,  
Muhaisnah 4.

Dubai, UAE.

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## EDUCATIONAL QUALIFICATION

**PG Diploma in Communicative English** (2019)  
**Cochin University of Science and Technology, Kerala, India**

Percentage of marks obtained is 72.1

**MA English** (2017)  
**University of Kerala, Kerala, India.**

Percentage of marks obtained is 65.8

**Bachelor of Education(English)** (2007)  
**University of Kerala, Kerala, India.**

Percentage of marks obtained is 65.5

**BA English (Language & Literature)** (2005)  
**Calicut University, Kerala, India.**

Percentage of marks obtained is 47.5

**Higher Secondary (Class12)** (2002)  
**State Higher Secondary Board, Kerala, India.**

Percentage of marks obtained is 55.4

**Secondary (Class10)** (2000)  
**Board of Public Examinations, Kerala, India.**

Percentage of marks obtained is 61.1

## Career Objective

To secure a responsible career opportunity in a reputable organization where I can utilize my knowledge and skills to achieve the goals of the company and also to expand my knowledge and skills.

## Profile Summary

**Post Graduate in English and Graduation in Education with more than five years of experience in teaching field.**

## Personal Information

Gender : Female  
Father : Muraleedharan Unnithan(Late)  
Age : 35 Years  
DoB : 18-05-1985  
Marital Status : Married  
Nationality : Indian

## EXPERIENCE

### Language Proficiency

English	
Hindi	
Malayalam	
Tamil	

### Computer Exposure

MS Office	
Basic Internet	

### Passport Details

Passport Number	: N3261622
Date of issue	: 29-09-2015
Date of Expiry	: 28-09-2025
Place Of issue	: Cochin, India

### Skills

COMMUNICATION	
ORGANIZATION	
FLEXIBLE	
TIME MANAGEMENT	
DECISION MAKING	
PROBLEM SOLVING	
LEADERSHIP	
SELF MOTIVATION	

### Primary Teacher

(06/2008 – 03/2009)

**Holy Trinity Senior Secondary School, Alappuzha, Kerala, India.**

- Responsible as a Primary class teacher with the strength of 45.
- Prepare daily lesson plans, Teaching Aids and other learning materials that stimulate language growth.
- Arrange a discussion once in a week with other teachers to ensure all the avenues of the curriculum are met.
- Communicate with parents on a regular basis via quarterly PTA meetings and occasional phone calls.
- Organize and prepare students for cultural programmes.

### Primary Teacher

(06/2009 – 03/2012)

**S.S.V.M Residential Central School, Muthukulam, Kerala, India.**

- Responsible for managing a class of 35 students.
- Write and implement daily lesson plans that help all round skill development in modern class room technology.
- Track and report progress of each student to their parents in regular interval.
- Ensure that all the students comprehended the curriculum and support students who require extra guidance.

### Guest Faculty

(06/2012 – 03/2013)

**Kendriya Vidyalaya Sangathan, Kayamkulam, Kerala India.**

- Responsible to manage primary class with a strength of 50-55.
- Help permanent teachers in all class room activities.
- Help students and colleagues in preparation and organization of different curricular and co-curricular activities in the school
- Complete all other works assigned by the Principal.
- Collect and record tuition fees and other fees.

### Tuition Teacher

(09/2017- 03/2020)

**Private Tuition Centre, Muthukulam, Kerala, India.**

- Guide the students to learn the daily lessons taught in school.
- Check all the daily activities in books and school diary. Report the necessary to their parents.
- Help the students to keep their books and belongings neat and tidy.

## Declaration

I hereby declare that the above furnished details are true and correct to the best of my knowledge and belief.

SREELAKSHMI UNNITHAN

Muhaisnah, Dubai.

21-12-2020.