

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**

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

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**

Language Proficiency

English	<div><div></div><div></div><div></div><div></div><div></div></div>
Hindi	<div><div></div><div></div><div></div><div></div><div></div></div>
Malayalam	<div><div></div><div></div><div></div><div></div><div></div></div>
Tamil	<div><div></div><div></div><div></div><div></div><div></div></div>

Computer Exposure

MS Office	<div><div></div><div></div><div></div><div></div><div></div></div>
Basic Internet	<div><div></div><div></div><div></div><div></div><div></div></div>

Passport Details

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

Skills

COMMUNICATION	<div><div></div><div></div><div></div><div></div><div></div></div>
ORGANIZATION	<div><div></div><div></div><div></div><div></div><div></div></div>
FLEXIBLE	<div><div></div><div></div><div></div><div></div><div></div></div>
TIME MANAGEMENT	<div><div></div><div></div><div></div><div></div><div></div></div>
DECISION MAKING	<div><div></div><div></div><div></div><div></div><div></div></div>
PROBLEM SOLVING	<div><div></div><div></div><div></div><div></div><div></div></div>
LEADERSHIP	<div><div></div><div></div><div></div><div></div><div></div></div>
SELF MOTIVATION	<div><div></div><div></div><div></div><div></div><div></div></div>

EXPERIENCE

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.