



RANJITHA R

ENGLISH TEACHER

CAREER STATEMENT

"I feel that my greatest strengths are firstly my strong commitment on teaching to the highest possible standards. Secondly my skill at working efficiently as part of a team, and forming personal bonds with other staff members. Thirdly my desire to do everything possible to ensure that my pupils not only meet but indeed exceed all of the academic goals and targets set for them."

-Ranjitha Ramachandran

SKILLS

- Responsible
- Patient
- Confidence
- Energetic
- Resourceful
- Self-motivated
- Excellent communicator
- Tactful & articulate
- Problem-solving
- Team player
- Influencing skills

ACADEMIC QUALIFICATIONS

- ❖ **Professional Diploma In Teaching-English** 2018-2020 **Abu-Dhabi University**
- ❖ **Master of Arts in English Language and Literature** 2016-2018 **Government Victoria College, Palakkad, India (University of Calicut)**
- ❖ **Bachelor of Arts in English Language and Literature** 2013-2016 **Government Victoria College, Palakkad, India (University of Calicut)**

PERSONAL SUMMARY

A talented, well organized and strong classroom performer, who has a proven track record of achieving excellent pupil attainment. I am passionate about raising standards across all age groups and subject areas. By using my natural air of authority to maintain discipline, I can foster and maintain a positive school climate where pupils can reach their full potential. As an outstanding and inspirational teacher with very high personal standards, I am committed to the learning and development of my students. I am having high expectations of both myself and my pupils and show an interest in every student as an individual.

Right now I am looking for a suitable position with a reputable school that treats all employees fairly, consistently and provides equal career opportunities for all.

WORK EXPERIENCE

Al-Ain American Private School, Al Ain UAE

HOMEROOM TEACHER (Currently working)

Alia International Private School, Al Ain, UAE

ENGLISH TEACHER (2018- 2019) 1 year

Responsible for giving students a rigorous, well-rounded education, & for maintaining discipline in accordance with school policies. Also in charge of monitoring pupils with regard to their attendance, appearance &, punctuality.

Duties

- Working with other teaching staff to set goals, objectives, and methods.
- Encouraging students to ask questions and to express their difficulties.

AREA OF EXPERTISE

- Curriculum development
- Classroom management
- Student assessment
- Promoting inclusion
- Behavioral management
- Preparing teaching material
- Subject knowledge
- Teaching skills
- Grammar instructions
- Administering examinations
- Elementary reading
- Early childhood education
- Mentoring students
- Applying educational methodologies

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

ACHIEVEMENTS

- Peer Mentor- Abu Dhabi University.
- Won prizes for various arts and cultural competitions in school levels, district levels, University levels.
- University Best Actress for Drama (2013-2017)
- Communicative English Trainer
- Won prizes for academic excellence.

SOFTWARES

- MS Office

- Establishing effective classroom management practices.
- Giving feedback to pupils and writing progress reports for their parents.
- Identifying special needs pupils and those with learning disabilities.
- Taking students out on field trips.
- Participating in after school extra-curricular activities.
- Listening to students to understand their concerns and needs.
- Responding to misbehavior in an effective but measured way.
- Teaching pupils who have experienced difficulty with mainstream education.
- Preparing and setting tests, examination papers, and exercises.
- Organizing school parties, competitions, and field trips.
- Supervising students before, during, and after school.
- Encouraging students to take responsibility for their own actions.
- Collecting homework.
- Keeping accurate student registers and attendance records.
- Using resources and technology to enhance lessons.
- Ability to develop ideas and skills that will enhance the teaching of English across a school.
- Modifying the curriculum and coursework when necessary.
- Experience in developing partnerships with the community and external organizations.
- Having a good clear voice and able to stand for long periods in front of a classroom full of pupils.
- Willing to take responsibility for the upkeep of books & classroom resources

Professional

- Interacting with colleagues on a professional level and able to establish and maintain productive relationships with them.
- Supporting and promoting the ethos of a school.
- Enforcing school rules and regulations.
- Active team member with self-drive and motivation.
- Able to accurately use all modern-day technological teaching equipment
- Met parents and school governors; maintain discipline in the classroom; methodically provide resources for lessons; simply lesson plans in line with curriculum objectives and assist students to prepare for examinations.
- Provide informative presentations to students to students regarding different areas of studies and ensure that all students fully comprehend all aspects.
- Plan the content to be covered in the class according to the curriculum, the number of weeks available and the date of final exam.

PERSONAL DETAILS

Name : Ranjitha Ramachandran
Address : Oud Al Touba street, Near ADIB bank, Al-Ain. UAE
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Email : ranjitharamachandran.r@gmail.com
Passport No : K1576300
Marital Status : Married
Visa status : Employment

DECLARATION

I hereby declare that the above-furnished information is true to best of my knowledge and belief. I am confident that, with my excellent analytical and coordination skills, I would be able to contribute significantly.

PLACE: AL AIN

RANJITHA RAMACHANDRAN