

Sulthana Sirajudeen

Contact

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Address
Periyar Nagar, near Blue stone apartments, Peelamedu, Coimbatore - 641004

Expertise

- Basic Knowledge in MS-Office
- Program Organizing
- Experienced in Consulting
- Meeting Arrangements
- User Flows

Interests

- Reading Books
- Listening Music
- Surfing Online
- Cooking

Language

- **English**
- **Tamil**

Education

SSLC — **2000**
St. Joseph's Girls Higher Secondary School, Thanjavur
Board : State Board of TamilNadu
Percentage : 87

HSC — **2002**
St. Joseph's Girls Higher Secondary School, Thanjavur
Board : State Board of TamilNadu
Percentage : 75.8

B.A ENGLISH LITERATURE — **2002 - 2005**
Kunthavai Naacchiyaar Arts College for Women, Thanjavur
University: Bharathidasan University, Trichy
Percentage : 50

M.A ENGLISH LITERATURE — **2010 - 2012**
Rajah Serfoji Arts College, Thanjavur
University: Bharathidasan University, Trichy
Percentage : 63

B.E.d. — **2013 - 2014**
Annai College of Education, Theni
University: Tamil Nadu Teacher Education University, Chennai
Percentage : 78.2

M.A (Political Science) — **2019 - 2021**
Annai College of Education, Theni
University: Madurai Kamaraj University
Percentage : First Class

Experience

Study Abroad Expert & Academic Counsellor

MAGOOSH - learners Cortex, Coimbatore
March 2021 - July 2022

Senior Secondary Teacher and Academic Coordinator

Point Calimere International School, Vedaranyam
2017 - 2020 2022-2023

Key Responsibilities & Accomplishments

- **Improved the communication level among the students.**
- **Led educational games and group activities**
- **Teach Basic English skills including reading , writing and speaking**
- **compose lesson plans to incorporate the full duration of each less successfullly.**
- **Execute lessons effeciently using different styles of teaching depending on the content.**
- **Engage students to ensure a lively classroom atmosphere.**

Higher Secondary Teacher

Morning Star Matriculation School, Thanjavur

2015 - 2017

Key Responsibilities & Accomplishments

- **Commended by Principal for Innovative Instructional Activities.**
- **Maintained constant communication with Parents/Guardians about student progress in studies and behavior.**
- **Integrated Technology into learning with Smart Boards and Computers.**
- **Increased Standardized test scores, for Students.**
- **Preparing teaching materials & Planning, preparing and delivering lessons**
- **Helping pupils improve their listening, speaking, reading. behavior, Class, and writing skills in individual and group**
- **sessions. Checking and assessing students' work, and providing feedback.**

Lecturer

Marudupandiyar Arts & Science College

2014 - 2015

Key Responsibilities & Accomplishments

- **Experienced a different method of teaching and learned to handle the students morally and psychologically.**
- **Organize classroom lectures and coursework.**
- **Prepare materials and activities.**
- **Assign homework and interesting exercises.**
- **Identify students with special requirements and create individualized plans.**
- **Determine exam and assignment grades.**
- **Provide feedback based on workload and classroom behavior.**

Computer Fundamental Trainer

Apollo Computer Education

2008 - 2010

Key Responsibilities & Accomplishments

- **Instructing in a manner that develops students' confidence in their abilities.**
- **Observing and managing classroom dynamics.**
- **Invigilating their performance records**
- **Tracking and communicating students' advancement throughout the course.**

Middle-Class-Teacher

Gayathri Matriculation Higher Secondary

2005 - 2008

Key Responsibilities & Accomplishments

- **As a beginner in this teaching profession, I learned a few essential things which play a crucial role in this field. Such as Time management, handling children and problem-solving.**

DECLARATION

Hereby, I declare that the particulars given above are true and best of my knowledge.

Thank you

Date :

Station : Coimbatore

Yours Truly,

Sulthana Sirajudeen