SAJITHA M S

No.4/127, Sathyanarayanapuram, Kala Garden, Pallapalayam post, Sulur taluk
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Professional Summary

Dedicated and results-oriented Professor with 3 years of higher education teaching experience and 1 year of school-level teaching experience. Thoroughly understands diverse learning processes and adapts teaching methods to accommodate varied learning styles. Innovative and adaptable in delivering engaging and effective lessons. Highly skilled in fostering open classroom discussions and managing lectures with a focus on student development. Capable of working both independently and collaboratively, demonstrating a strong work ethic and a commitment to excellence in education.

Skills

- Course planning
- Creative instruction style
- Fluent in English
- E-learning programs
- Enthusiastic
- Personal and approachable
- Extensive knowledge of computer applications
- Clear communicator

Technical Skills

- Good at Microsoft Office (Word, Excel, PowerPoint): For lesson planning, grading, and presentations
- Google Workspace (Docs, Sheets, Slides): For online collaboration and resource sharing

Work History

- English Teacher, 20 November 2023 to till date at Reeds world school, SSVM – Coimbatore, TN
- Assistant Professor, 02 July 2018 to 2020 at RVS College of Engineering – Sulur, TN
- Assistant Professor, 12 June 2017 to 31 May 2018 at Sri Krishna College of Technology – Coimbatore, TN

- Wrote course materials such as homework assignments and handouts
- Planned, evaluated, and revised course content and course materials.
- Guided students in using technology to support educational research
- Coached students on public speaking and presentation skills.
- Advised and mentored the students placed on academic probation
- Monitored student's academic progress and referred students who were struggling to campus resources
- Pointed students to relevant information about academic and personal support services available at the college

Education

- **Master of Arts**: English Literature with Computer Applications, 2017, at DR.G.R. Damodaran College of Science - Coimbatore, TN.
- **Bachelor of Arts**: English literature for Global Business Context, 2015, secured 68% at DR.G.R. Damodaran College of Science - Coimbatore, TN.
- **Bachelor of Education:** English, 2023 at Hindusthan college of Arts and science

Additional information

- Attended two days' workshop on "Pedagogy of English Language Teaching and Learning" held at Dr.GRD Damodaran College of Education.
- Attended two-day Orientation Programme conducted by Nirmala college for women
- Completed a workshop on lateral thinking held at Dr.GRD College of Education
- Awarded certificate for actively volunteering activities organized for the children at the observation home
- Done extension activity in Universal Peace Foundation at Annur.
- Awarded certificate for participating two-day community services provided for the Adiyal Tribes at Wayanad
- Attended Workshop on "Writing a successful Thesis or Dissertation" held at Sri Krishna College of Engineering and Technology
- Attended one day workshop on "Mind Power is Mega Power" and "Nurture your sense of Literature" at Dr.GRD college of science
- Awarded certificate for participated in ICMR sponsored Seminar on "Mathematical Model of Stem Cell Differentiation and Tissue Regeneration using Stochastic Noise" organized by Sri Krishna College of Technology, Coimbatore

- Attended one day FDP on “Emerging Trends in Imparting Interpersonal Skills” organized by the Department of Science and Humanities at Dr.N.G.P. Institute of Technology, Coimbatore
- Awarded certificate on three days quiz programme on “oh! Come, let’s jog our memory about the annals of Indian freedom struggles” conducted by Hindusthan College of Education, Coimbatore

Certifications

- Completed two levels of ***Preliminary*** and ***Vantage*** in Business English Certificate (BEC), University of Cambridge
- Completed a course in English speech and Drama programme offered by ***Helen O’Grady*** International

Personal Information

- Father’s Name : Murugan N
- Mother’s Name : Shylaja Murugan
- Spouse Name : Suthish S
- Date of Birth : 23 March 1995
- Nationality : Indian
- Personal strength : Optimistic, Confident, Sincere
- Languages known : English, Tamil, and Malayalam
- Marital status : Married

Declaration

I hereby declare that the above-mentioned details are true to the best of my knowledge.

Date: 29.01.2025

Place: Coimbatore