

Name: Charmy Kenia

Email:

charmymkenia1987@gmail.com

Mobile No :

950 34 57 565

Permanent Address:

B-207, Ashok Nagar,
Ambadi Road,
Vasai(W) – 401 202

HomeTown:

Mumbai-Maharashtra.

PersonalData:

Gender :Female

Nationality : Indian

D.O.B: 23.05.1987

Languages Known:

- English
- Hindi
- Gujarati
- Marathi

Hobbies :

- Travelling
- ReadingBooks
- Inquisitive to learn new things

Core Competences :

- Organized& decisive
- Interactive
- Ability to delegate
- Problem-solving skills
- Leadership skills



SEEKING POSITION FOR ENGLISH LECTURER

Visionary, passionate, enthusiastic educator with extensive experience and aims at providing an environment that will motivate students to learn, boost their confidence in the subject and strive to reach their full potential by providing innovative, creative and meaningful learning experience.

Professional Strength:

- Possess excellent Leadership skills.
- Ability to coach and inspire.
- Excellent co-coordinating& communication skills with faculty, administration and students.

Education& Certification:

- **M.Ain** English Literature, University of Mumbai -**2014**.
- **B.ed**, Pushpanjali College (University of Mumbai) - **2015**.
- **B.A**, Vartak College (University of Mumbai) - **2011**.
- Basic Computer Skills.
- Certified **Phonics Trainer**.

Teaching Experience:

- **(June2013-April 2014)**
Worked as an **English Lecturer** at DKVC Junior College for one year.
- **(June2015-April 2018)**
Worked as an **English Teacher** at Holy Family Convent High School and Junior College for 3 years teaching the secondary section.
- **(April 2021 – May 2022)**
Worked as an **English Lecturer** at Lakshya Prep Junior College (affiliated to Mahesh Tutorials)
- **(June 2018onwards - March 2024)**
Worked as an **English Lecturer** at Holy Family Convent Junior College.
- **(April 2024 – Till Date)**
Self-employed as an English Educator.

Achievements:

- Secured **highest marks** in English Literature in B.A examination.
- Secured **highest marks** in Philosophical Foundation of Education in B.ed.
- Secured **1st** Position in Elocution Competition in B.A.

Special achievements of students under my guidance :

- Secured **1st** Position for Science based Drama .
- Secured **1st** Position for Loud Reading Competition.
- Secured **1st** Position for Street Play.
- Secured **3rd** Position for Mummery in Interschool Competition.

Professional training &workshop :

- Personality development workshop.
- Class management workshop.
- Dramatics workshop.
- Creative & Innovative methods of teaching.
- Attended workshops on revised syllabus in English Subject for Std 9th& 10th.

Academic Responsibilities :

- Evaluate and grade Students' class work and assignments.
- Compile, administer and grade examinations.
- Invigilating Examinations.
- Prepare course materials such as syllabi, homework assignments, etc.
- Research new resources and techniques to improve teaching.
- Attend training sessions and professional meetings to maintain professional knowledge.
- Plan programs or activities for the students.
- Participate in campus and community events.
- Maintain students' attendance records, grades, etc.
- Advise students on career and academic matters.
- Stay informed about current developments in field of specialization.
- Plan, evaluate and revise curricula, course content, course materials and methods of instruction.
- Initiate, facilitate and classroom discussions.
- Communicating with parents, co-teachers and students.

~ References can be provided if needed~