

**CURRICULAM VITAE****I. PERSONAL**

**NAME** : **MRS. RUBINA**  
**NATIONALITY** : Indian  
**DATE OF BIRTH** : October 03, 1973  
**MARITAL STATUS** : Married  
**DISCIPLINE** : Teacher / Professor  
**LANGUAGE KNOWN** : English, Hindi & Telugu  
**RELIGION** : Christian

**II. EDUCATIONAL ATTAINMENT**

: P.G. in English Literature (Double) 2018 -2019  
 Bachelor of Education (B.Ed.) 2008  
 Master of Arts (English) 1999  
 Bachelor of Arts 1997 Telangana - India

**III. COMPUTER SKILLS**

: Operating Systems: Win2000,  
 Windows XP, Vista, Windows 7, 8 and 10.  
Software: Microsoft word, Excel, Power Point

**IV. WORK HISTORY**

: Has over Fifteen (25) years' experience  
 working as Professor, Lecturer and & School  
 Teacher

**V. Areas of Expertise**

: Revision Lessons  
 Student Progress Behavior  
 Management Lesson  
 Planning  
 Marking works  
 Meeting Parents

**VI. DETAILED WORK EXPERIENCE:**  
**July 2020 till date ..**

**Little Flower Degree College**

- working as a lecturer- Faculty of English

June 2019 -2020

**SRI SAI PUBLIC SCHOOL, (ICSE) HABSIGUDA, HYDERABAD**  
SCHOOL ASSISTANT

- Provide assistance to school principal in running the school administration effectively.
- Maintain and manage students' databases with complete referrals.
- Provide assistance to school teachers in maintaining educational records of all students.
- Monitor academic progress of school students.
- Respond to students and parents inquiries relating to school admissions and teaching methods.
- Assist parents in monitoring their children's academic progress.
- Schedule and organize meetings between teachers, parents and school principal.
- Ensure compliance of school principles rules and regulations.

June 2013 to June 2018 IN-SCHOOL ASSISTANT

**ST.JOSEPH HIGH SCHOOL RAMANTHAPUR HYDERABAD**

- Assessing, recording and reporting on the work of Students.
- Preparing Students for examinations.
- Getting involved teacher meetings related to school planning and raising student achievement levels.
- Encouraging the development of academic and social-emotional skills.
- Monitoring the student academic progress and attendance.
- Putting together consistent and clear classroom expectations for students to follow.

- Developing and implementing creative educational learning plans.
- Communicating with parents on a regular basis.

June 2000 to June 2003 - High School Teacher

**SARITHA VIDYANIKETAN SCHOOL, HAYATHNAGAR, HYDERABAD**

- Prepare lessons and activities according to the assigned timetable and school curriculum for English.
- Be punctual and present for all Homeroom lessons; students should not be left unsupervised in the classroom.
- Mark and assess students' work, providing students with feedback in a timely manner.
- Alert Head of Department when a student's attendance, punctuality, performance, behavior or progress does not meet the expectations of the school.
- Set clear and high expectations for students, and build positive, respectful relationships.
- Oversee and implement appropriate classroom/behavior management techniques to ensure a safe and productive learning environment for all students.
- Undertake other duties as required by the Principal and Administration.

June 2003 to June 2005 - LECTURER

**MUSHEERABAD JUNIOR AND DEGREE COLLEGE, HYDERABAD**

- Advising student on career issues.
- Organizing and delivering classroom lectures to students.
- Evaluating a students' class work and assignments.
- Preparing classroom and coursework materials, homework assignments, and handouts.
- Recording and maintain accurate student attendance records and grades.
- Classroom management.

- Developing English lesson plans in line with the State Curriculum.
- Maintaining discipline in the classroom.
- Creating a vibrant teaching atmosphere.

**PAST EXPERIENCE AT VARIOUS EDUCATIONAL CENTER'S**

June 1998 to June 2000 - HIGH SCHOOL TEACHER  
**GURUNANAK HIGH SCHOOL BAHADURPURA, HYDERABAD**

June 2005 to June 2008 - LECTURER  
**RANI RUDRAMMA DEVI DEGREE COLLEGE, VIDYANAGAR, HYDERABAD**

June 2008 to June 2011 - LECTURER  
**St. PIOUS JUNIOR COLLEGE, RAMANAGAR, HYDERABAD**

June 2011 to June 2012 - PRINCIPAL **St. TITUS**  
**CONCEPT SCHOOL, UPPAL, HYDERABAD**

June 2012 to June 2013 - PRINCIPAL  
**SRI SAI MODEL HIGH SCHOOL, BODUPPALL, HYDERABAD**

**VII. CONTACT DETAILS**

: Mobile Number# +91 6300 802 894

Email Address: sr08092018@gmail.com

**DECLARATION:**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date :  
Place :

**(MRS.RUBINA)**