

Sadaf Ruqsar
Mobile : 0566372214
E-Mail : sadaf.ruqsar@gmail.com

Career Objective

- To work as a lecturer in English for Literature / Language at School, graduate or post graduate level, where I could utilize my 10 years of experience and contribute in the teaching / learning process.

Work Experience

Narayana e-techno schools, are one of the best education providers in India from the pre-primary to professional post graduation, have been successful in an uninterrupted and dedicated task of perfectly shaping worthy leaders of India as good doctors, good engineers, good human beings and professionally competent citizens. Narayana e-techno schools have ignited in their minds a love for science, and through it, a sense of mission for achieving a developed India.

Narayana e-techno PU College, RT Nagar Bangalore
English Lecturer, H.O.D

May 2012 - 2014

- Taught English language and literature for class 11th and 12th.
- Developed learning materials.
- Prepared academic planners.
- Employed literary competitions.
- Given presentation on practical teaching.
- Headed various preparation of model classes to fellow teachers and colleagues.
- Headed various workshops on Teaching methodology (English language) in different branches

The Arab Unity School, established in 1974 has grown to one of the leading institutions of learning in the UAE. It has approximately 2,761 students of various nationalities drawn from the expatriate and local population of Dubai. The teaching staff of 135 is also multinational. The school prepares its students for the University of Cambridge IGCSE and AICE, 'O' level and 'A' level examinations, University of Cambridge.

Arab Unity School offers science and commerce streams and a choice of five languages. In addition to the excellent academic facilities, the school provides a wide range of co-curricular activities such as sports, dramatics, public speaking and fine arts. The school is housed in five separate blocks for administration, boys, girls, primary and infants. The school also has an air-conditioned TAHER Multipurpose Hall with 3,000 seating capacity. Other facilities at the Arab Unity School include four fully-equipped science laboratories, six computing laboratories, a home science laboratory, audio-visual room and two libraries for girls and boys with 27,000 books. The Arab Unity School has consistently produced excellent results at the IGCSE, O-level and A-level examinations.

Arab Unity School, Dubai
English Teacher

March 2011 to Nov 2011

- Taught English language and literature for class 11th and 12th.
- Developed learning materials.
- Prepared academic planners.
- Employed literary competitions.
- Given presentation on practical teaching.
- Headed various preparation of model classes to fellow teachers and colleagues.

S P Jain Center of Management has the academic support of of Bharatiya Vidya Bhavan's. S P Jain Institute of Management & Research, Mumbai which is ranked among the Top Ten Business Schools in Asia and India. S P Jain has been at the forefront of creating a new paradigm of management education that combines rigor and relevance to achieve the twin objectives of 'influencing practice' and 'promoting value based growth'.

S. P. Jain Center of Management, Dubai
Program Coordinator/Instructor

Aug 2008- Aug 2010

- Coordinating the GMBA courses / schedule
- Coordinating with the faculty for the Text book and the course materials
- Communicating the course details to students through Blackboard
- Taking Faculty Feedbacks after their sessions
- Preparation of the Marksheets
- Assisting the students with Communication / grooming during their placements

Sahyadri Arts and Science Colleges and Sahyadri Science College of Karnataka, India are erstwhile Government institutions, now constituent Colleges of Kuvempu University. These premiere Colleges of this region have completed 66 years of existence. Among the celebrities who are alumni of the Colleges are Dr. U.R. Ananthamurthy, Jnana Peetha Awardee, Prof. C.N.R. Rao, eminent scientist, Sri K.V. Subbanna, Magsaysay Awardee and others. In fact the Colleges have contributed illustrious persons to every important fields

Sahyadri Arts and Science college, Shimoga
Lecturer of English

June 2005 to April 2007

- Taught English Language & Literature for B.B.A, B.C.A, B.Sc, B.Com, B.A
- Developed learning materials
- Conducted Examinations / Invigilation duties
- Taught spoken English classes
- Made presentations on the new courses in literature for the students
- Organized Essay competitions and singing competitions
- Directed English plays

Brindavan College is a leading center for higher education in the Silicon Valley of India, Bangalore. It is one of the modern and most respected college in India and currently has approximately more than 1,200 students and 50 staff members. It is approved by AICTE, Recognized by Govt and affiliated to Bangalore University. Accredited by NAAC with "A" grade.

Brindavan Degree College, Bangalore
Lecturer of English

Aug 2004 to March 2005

- Taught English for B.B.A, B.Sc, B.Com, and B.C.A
- Taught spoken English Fluency classes
- Developed course materials
- Conducted Examinations / Invigilation duties
- Directed plays

Education

Kuvempu University is one of the youngest affiliating Universities in Karnataka. Established in 1987, it is a University with a distinctive academic profile, blending in itself commitment to rural ethos and a modern spirit. It has 50 Post-Graduate departments of studies in the faculties of Arts, Science, Commerce, Education and Law. The University has 133 affiliated colleges under its jurisdiction spread over 4 districts of Shimoga, Chitradurga, Chikmagalur and Davanagere. It also has four constituent colleges and outlying regional Post-Graduate centre at Davanagere

- Master of Philosophy (**M.Phil**) 2007
In Film studies from Kuvempu University, Shankarghatta, Bhadravati
- Master of Arts in English Literature (**M.A**) 2004
From Kuvempu University, Shankarghatta, Bhadravati
- Bachelor of Arts in English Literature (**B.A**) 2002
From Sahyadri Arts & Commerce college, Shimoga (Affiliated to the Kuvempu University)

Achievements

- Kuvempu University awarded **Gold Medal** 2004
For securing **First Rank** in M.A English Literature
- Kuvempu University awarded **Gold Medal** 2004
For securing **Highest Marks** in M.A Final Year

I.T Skills

- Windows 2000, Windows 9.x, windows XP.
- Ms- Office.

Extra Curriculum Activities

- Represented School and Colleges for Public Speaking and Other Cultural Activities.
- Participated in Quiz, General Knowledge & Other Competitive Exams.
- Active Participant in the college Culture Fest.

Personnel Information

- Date of Birth : 26-June-1981
- Sex : Female
- Nationality : Indian
- Religion : Islam
- Marital Status : Married

Sadaf Ruqsar