

KIRUTHIKA DEVI P

English Language Educator | M.A., B.Ed.

Gobi, Erode – 638506 | 6381756617 | kiruthikadevi2111@gmail.com-

PROFESSIONAL SUMMARY

Dedicated and versatile English Language Educator with 7+ years of progressive teaching and training experience across CBSE and Matriculation schools. Proven ability to plan and deliver structured academic programmes, mentor junior faculty, coordinate student activities, and maintain effective communication between parents, staff, and school management. Additionally experienced in independently running spoken English and grammar coaching programmes. Known for a student-centred approach, disciplined classroom leadership, and a strong passion for building confident English communicators.

KEY STRENGTHS

- ✓ Academic Programme Planning & Execution
- ✓ Curriculum Alignment & Lesson Structuring
- ✓ Junior Staff Guidance & Peer Mentoring
- ✓ Parent Communication & Stakeholder Liaison
- ✓ Student Assessment & Progress Tracking
- ✓ Event Organisation & Activity Management

WORK EXPERIENCE

English Teacher – Senior Secondary | Sri Venkateshwara Senior Secondary CBSE Techno School (2025 – 2026)

- Delivered English lessons for senior secondary classes following CBSE curriculum framework.
- Coordinated with subject teachers and the academic team to ensure smooth execution of the school's academic calendar.
- Supported the school management in planning assessments, parent meetings, and academic review sessions.
- Mentored students in language enrichment activities, essay writing, and communication skill development.
- Maintained student performance records and contributed to report preparation and academic documentation.

Spoken English & Grammar Coach | Independent – Offline Classes & Summer Batches (2025 – 2026)

- Independently planned, organised, and conducted offline spoken English and grammar classes for school students.
- Designed and executed special summer coaching batches, managing the complete programme from scheduling to delivery.
- Prepared customised study materials, worksheets, and assessment tools for learners of different levels.
- Handled end-to-end batch management — enrolment, progress tracking, parent communication, and feedback collection.

English Teacher – Upper Primary | Sri Kumaran Matric. Hr. Sec. School, Chengapalli (4 Years)

- Planned, supervised, and delivered the English curriculum for Classes 6–8, ensuring alignment with board standards.
- Coordinated with class teachers, subject heads, and parents to monitor student academic progress and address learning gaps.
- Organised and led inter-class English competitions, literary activities, and school-level events.
- Guided newly joined teachers on lesson planning, teaching methodology, and classroom management.
- Prepared and maintained academic records, assessment reports, and student performance trackers.

English Teacher – Primary | AKR Academy CBSE School, Avinashi (1 Year)

- Executed CBSE English curriculum for primary classes with focus on phonics, reading, and writing skills.
- Assisted the academic head in timetable planning, substitution management, and staff communication.
- Conducted regular formative assessments and maintained detailed individual student progress records.

Communicative English Trainer | Bright Star Institution, Coimbatore (1 Year)

- Designed and delivered Communicative English training modules for students and working professionals.
- Independently managed batch scheduling, attendance, assessments, and feedback reporting.
- Developed training materials, worksheets, and course plans from scratch.

Online English Trainer | Self-Employed (Independent Online Batches) (2 Years – Part Time)

- Conceptualised and completed 3 full online Communicative English batches independently.
- Conducted offline and online spoken English sessions for school students and women.

EDUCATIONAL QUALIFICATION

Qualification	Institution	Year	Marks %
M.A. English	Avinash Academy, Bharathiyar University, Avinashi	2022	75%
B.Ed. English	Rabindranath Tagore College of Education for Women, Sankari	2018	84%
B.A. English	Vivekananda College of Arts & Sciences for Women (Autonomous), Tiruchengode	2016	66%
HSC	Sri Ragavendra Higher Secondary School, Sathyamangalam	2012	59%
SSLC	Ideal Matriculation School, Anthiyur	2010	79%

ACADEMIC ACHIEVEMENTS & CO-CURRICULAR ACTIVITIES

- Presented a research paper at a National Level Seminar on "The God of Small Things" under the theme of Feminism.
- Participated in the National Level Seminar on "Global Perspective in English Language and Literature".
- Participated in the Lower Type Writing competition conducted by Sri Erode Association.
- Completed Diploma in Yoga from VELS University.

TECHNICAL SKILLS

- MS Word and MS Excel — documentation, report preparation, and academic record maintenance.
- Online teaching platforms — Zoom, Google Meet; comfortable with digital classroom tools.

AREAS OF INTEREST

- Shakespearean Literature and Indian Writing in English (IWE).
- English Language Teaching (ELT) methodologies, communicative approaches, and learner motivation strategies.

PERSONAL DETAILS

Father's Name: R. Palanisamy

Mother's Name: P. Kamaleshwari

Date of Birth: 21st November 1994

Gender: Female

Marital Status: Single

Nationality: Indian

Languages Known: English, Tamil, and Hindi (Reading & Writing)

Address: 40/2, Nataraja Vellalar Thottam, V.P.K. Thottam (Opp.), T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638506

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place: Gobi

Date:

(Kiruthika Devi P)