**Rugmini.M.S**

 Flat No.8, Sreedurga Apartments

Kottilil Lane, Kannattukara PO

Thrissur

rugmini.ms1980@gmail.com +91, 8594003838.

# Objectives

 “To gain knowledge and experience in a well esteemed organization, so that I can grow with the organization and add value both to myself and the organization.

# Education

2019 | MA Hindi DBHPS

2010 | MA (English Language and Literature) Annamalai University.

2001 | PG Diploma in Translation (Hindi- English and vice versa) Bharathiya Anuvad Parishad.

2000 | BA (English Language and Literature) All Saints College, Kerala University.

1997 | Pre-degree (with special English as main subject) All Saints College, Kerala University. 1997 | Rashtra Bhasha Praveen - Dakshin Bharat Hindi Prachar Sabha.

**One year experience as Teacher in English and Hindi for +2 students | PR Institutes, Trivandrum**

Teaching both English and Hindi language for students in +s level. Helping them in their projects, language based.

**One year experience as Guest Lecturer in English | Sree Krishna College, Guruvayur, Thrissur**

## Job Responsibilities

To teach at undergraduate and graduate level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department. To contribute to the development, planning and implementation of a high quality curriculum. To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance. To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department. To participate in the development, administration and marking of exams and other assessments. To provide pastoral care and support to students. To participate in the administration of the department’s programs of study and other activities as requested. To maintain own continuing professional development

**Worked as freelance transilator for 2 yrs in Trivandrum**

Helping my Gurus to transilate their notes to Hindi and transilating functional works of certain office assigned by the teachers.

**Branch Administrative Officer| Kotak Life Insurance – Thrissur**

## Job Responsibilities

Voucher preparation, Vendor management, Attendance management, Asset management, Storage and seat management, Housekeeping and Security management, Bill clearing, Visitor management, Technical service management, Coordinating with the Ho regarding the vendor issue, Petty cash handling and total branch management. Giving service support to two of our branches– Thrissur and Palakkad.Handling legal matters like PF, ESI etc of both the branches.

**Freelance transilator for individuals and projects for 6 months**

**Faculty / Assistant Professor**

Worked as General English Faculty in **Institute of Management and Technology, Westfort Higher EducationTrust**, Thrissur from January 2017 to March 2019.

## Job Responsibilities

Handling classes for MBA – Papers - Business communication and Soft skill Development. Personality Development classes for MCA, Paramedical College WIMS and English paper for Bsc.Nursing and Post basic nursing courses in Nursing college WAHE.

# Other qualifications

Computer - MS Word, Excel

Type writing – English Higher, Hindi Higher, Malayalam Higher

# Personal details

Date of Birth : 4th May 1980

Sex : Female

Nationality : Indian.

Marital Status : Married

Personal Strength : Highly positive and enthusiastic, Very Flexible, Excellent Team Work.

Language Proficiency : English, Hindi, Tamil, Malayalam.

***Hobbies:***

Reading Journals and any document which provide with knowledge, reading about the mysteries of human life and spirituality.

Listening to music which makes peaceful mind.

Playing with my children, telling stories etc.

Value Offered: Flexibility, Hard working, excellent team work and above all dedication and commitment to the organization.

## Date **Rugmini.M.S**