



# CURRICULUM VITAE

**(Sheen) Sivaji Neelam**

M.A., B.Ed.

## Contact

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**Citizenship: Indian · Date of Birth: 12 JUNE 1984**

## Correspondence Address

Plot No 247, Veenus Enclave Residential Colony, Road No 4, Gajularamaram, Hyderabad, India – 500055.

## Objective

Being resourceful and innovative, flexible and self-motivated, I am willing to work beyond the comfort zone not only to explore and share my functional knowledge, but also to establish myself as an engaged industry leader to exert a worthwhile contribution to the organization and the society.

## Career Summary

Qualified professional with a Masters' Degree in English with proven track record of proposing, outlining and writing engaging contents. Possessing logical and methodical approach with a creative eye for details and diligence in producing exceptional work. Well versed in building interest in readers and critically approaching problems. With abundance of pastoral experience in various countries, well equipped with the skills of accepting and appreciating different cultures and traditions.

## Professional Experience

### TATVA Global School, Gajularamaram

**English Faculty for Senior Secondary and Secondary Grades & HOD, Examinations, HEAD of School Clubs, Superintendent/Deputy Superintendent for External Examinations (Competitions and Conducts such as NEET, JEE, SOF etc), Member of SQAA Committee (Infrastructure)**

February 2022 onwards

### Delhi Public School Miyapur

**Head of the Department (HOD - English), English Faculty and IDS Incharge**

2020 – February 2022.

### Solitaire Global Schools

**Senior English Facilitator**

2020

### Delhi Public School Nadergul

**Head of the Department (HOD), English Faculty, Class Coordinator (Grade 7), ISA Incharge and Cambridge Coordinator, NIE Coordinator, School Magazine Editor and Head of the Literary Club.**

2018-2020

### Unicent School Nagole

**English Faculty, ISA Coordinator, NIE Coordinator, School Magazine Editor**

2016-2018

### Naagarjuna Group of Schools

**English Faculty, Cultural Head**

2013-2016

### Amazon - Mindspace

**Customer Service Executive and Kindle Support Executive**

2011-2012

## Major Job Roles and Responsibilities as

### Head of the Department - English:

- Heading the Department of English.
- Designing curriculum and seeing through the smooth implementation.
- Training the team members towards increasing the efficiency and to develop new skills and innovative methodology to increase productivity through SMART goals.
- Assisting the Head of the Institute in recruiting new faculty member in English.
- Designing content for Grades 4-10.
- Scrutinizing and approving the question papers, worksheets, content, presentations etc.
- Developing the leadership qualities amongst the team members.
- Resolving the conflicts, if any, amongst the team members.
- Design, edit, proofread and enhance contents submitted by other faculty members and students to produce world class content for the magazine.

**Head of the Department - EXAMINATIONS:**

- Preparation of Examination calendar.
- Scheduling examination timetable and duty chart.
- Training the faculty and the Department members for the smooth conduct of examinations.
- Distribution of work among the department members.
- Preparing Invigilation Duties and ensuring that they are executed effectively.
- Coordinating with the stakeholders in preparation, implementation and communication related to examinations and report cards.
- Ensuring the smooth conduct of scheduled examinations as and when needed.
- Preparation of Examination Manual.

**HEAD – School Clubs:**

- Setting up clubs in School in collaboration with CSA Team.
- Setting up goals for the clubs in each academic year.
- Electing the Club incharges and assigning the responsibilities.
- Ensuring that the club activities are executed as per the guidelines.
- Preparing the Club Manual.

**SUPERINTENDEN/DEPUTY SUPERINTENDENT/INCHARGE for External Examinations:**

- Planning and executing the external examinations as per the guidelines such as NEET, JEE, School Examinations etc.
- Selecting the Invigilators and Assigning duties.
- Coordinating with the management for the smooth conduct of examinations.
- Coordinating with external agencies such as SOF, Cambridge etc.

**Member – SQAA (Infrastructure):**

- Assessing the infrastructure of the school and analyzing their status as per the guidelines and ranking in the manual given.
- Suggesting the Team and the management the changes and the development to be done to be par with the guidelines to secure A grade.
- Taking part in the SQAA meetings and actively suggesting the required areas to focus in development.

**Class Coordinator:**

- Planning the academic calendar for the class.
- Preparing Monthly Logsheets and ensuring the activities implemented as planned.
- Looking after the disciplinary issues and smooth functioning of the classes.
- Addressing the concerns of the students, teachers and parents. Resolving them or escalating to the principal.
- Assisting the principal in planning and executing the events for the smooth functioning.
- Preparing class related circulars. Approving the activities planned for the respective class.

**ISA/IDS Coordinator/Incharge:**

- Preparing the Action Plan, Forming the team(Incharges and teachers for each activity) and seeing that the Action Plan is executed successfully.
- Collecting the evidences and collating into Portfolio for the final submission to British Council.
- Attending the sessions, seminars and maintaining good communication with British Council.
- Collaborating with partner schools across the country as well as overseas.

**Cambridge Coordinator:**

- Listing the students participating in International Examination.
- Training student, teachers, mentors, examiners and technical support team.
- Maintaining good communication with the head office and Regional office for smooth functioning of preparation, planning, execution and certification.
- Resolving the concerns of the students, parents, teachers and technical department.
- Preparing the circulars and setting up the examination centre as per the specifications.
- Providing the accommodation for external examiners and evaluators.

**NIE(News Paper in Education – Times of India) Coordinator & School Magazine Editor:**

- Encouraging the students and faculty members to write and review the articles for school magazine.
- Tracking the events of the school and collecting the reports and articles, and collating them for school magazine, and forwarding the best ones to NIE.
- Proof reading and editing as per the requisite.
- Communicating with NIE Team for publishing the best articles in Newspaper.
- Creating and implementing interesting activities to develop the reading and writing skills in students and teachers. Conducting competitions accordingly.

**Literary Club Incharge:**

- Organizing literary events. Planning and executing with the help of the team members.
- Creating new opportunities for the students to develop Literary quest amongst them.

- Preparing/forwarding circulars for competitions and training the students accordingly.

#### **Member of the Examination Department:**

- Planning the quality process of testing and conducting the examination on scheduled days.
- Making necessary arrangements for smooth and fair conduct of examinations.
- Working in a team that looks into invigilation duties, planning and collection of the answer scripts, sorting and storing them as appropriate.

#### **Class Teacher & Subject Teacher(English):**

- Taking up classes, maintaining rapport with the students, handling discipline issues, and encouraging a positive climate in the school.
- Applying differentiation in daily teaching methodologies according to the levels of the educational needs of individual student in class
- Taking lectures, creating learning materials, assigning work, correcting and checking assignments, maintaining student records and preparing progress reports
- Making use of audiovisual aids and other adaptations during the delivery of the lessons to encourage participation
- Mentoring troubled students and communicating complex thoughts and information in understandable way students can easily comprehend
- Meeting with parents and school administration in a professional capacity
- Ensuring high standards of professional practice and quality of teaching and learning of the subject
- Organising school assemblies; safeguarding student health and safety at all times
- Participating in staff or other meetings related to the
- Training the students to compete for the school programs and at times doing it myself.

#### **Technical Skills**

**Operating Systems:** Windows

**Proofreading and Grammar Checkers:** Ginger, Scribens.

**Ideation and Storyboarding tools:** Padlet, Mentimeter, Storyboard, Puzzle Maker, Teacheasy

**Other Applications :** MS Office

#### **Pastoral Experience**

- ☉ I've been handy in parish works in our(Sankavarappadu) and neighbouring(Addanki) Parishes.
- ☉ I've done my regular "**Weekend Ministry**" (usually Saturday & Sunday) while doing BFP, Philosophy and Theology.
- ☉ Worked as a **Mentor for Magis** (Ignatian Youth Groups) in Kenya.
- ☉ Worked as **Mission-Supporter** in Aboriginal Mission in Balgo, **Western Australia** and handled responsibilities of Maintenance of Parish, Assistant Funeral Director, Youth Worker, Prison Ministry and Chaplain to Local School. Worked as **School Chaplain** in **Kenya, Australia, Malaysia** and **Cambodia** in various Missionary Schools.
- ☉ **Family Ministry** in Malaysia and Cambodia, and handled the responsibilities as Mission Incharge, training students and people in respective villages of both Malaysia and Cambodia.
- ☉ I've done "**Summer Ministry**" after every Academic Year during Pastoral Training:
  - Exposure Programme in North India.
  - Parish Ministry in Kadavendi Parish(SVD), Kadavendi, Andhra Pradesh, India
  - Lambada Mission at Nellikuduru Parish(MHM), Andhra Pradesh, India.
  - Parish Ministry in Addaki Mission, Addanki Parish, Addanki, Andhra Pradesh, India.

#### **Certificate Courses**

**Personal Effectiveness**

**Communication for Success**

**Core Skills for Teachers** offered by British Council Schools Online

**Introduction to International Learning** offered by British Council Schools Online

**ICT for International Learning** offered by British Council Schools Online

#### **Project Details**

Research work on a philosophical thesis on "**Intrinsic Quest of the Human Beings to Unite the Fragmented Reality with the Other, Cosmos & Divine**", and awarded with **72%**.

#### **Achievements in Amazon**

- Awarded **Gold** Category for **CPH**(Contacts per Hour) for the **weeks 43 & 44** in 2011.
- Awarded **Silver** Category for **CPH**(Contacts per Hour) for the **weeks 51&52** in 2011.
- Selected for the special training for **Kindle Troubleshooting** – Primarily worked as customer support associate of online shopping related issues, later on worked as Kindle Trouble-shooter (E-book reader owned by Amazon).

Educational Qualifications			
Course	Subjects	Year of Completion	Institution
Master of Arts	English	2009	PGRR College, Osmania University, Hyd.
Bachelor of Arts	Theology(One Year)	2011	Tangaza College, CUEA, Kenya.
Bachelor of Education	English, Social	2015	SMVKR College of Education, Avanigadda
PG Diploma	English Language Teaching	2015	PGRR Collage, Osmania University, Hyd.
Bachelor of Arts	Philosophy	2010	Vishwa Jyothi Don Bosco College, Warangal.
Bachelor of Arts	Economics, Politics, Public Administration	2006	KRK College, Acharya Nagarjuna University
Intermediate	Commerce, Economics, Civics	2003	SSN College, Narasaraopet
SSC	-	2000	ZPHS, Valaparla
Masters in Psychology	Pursuing	2023 onwards	PGRR College, Osmania University, Hyd.
Master in Business Administration	Pursuing	2023 Onwards	PGRR College, Osmania University, Hyd.

Languages Known		
English	Telugu	Hindi

Achievements & Extra Curricular
<ul style="list-style-type: none"> <li>• Awarded the Band of <b>6.5 in International English Language Testing Skills (IELTS)</b> in 2010.</li> <li>• Scored <b>65% in Versant Test</b> held in January 2012 at Amazon.</li> <li>• Awarded <b>Academic Excellence Certificate</b> in Intermediate, both in Economics &amp; Commerce.</li> <li>• Awarded several <b>certificates in Elocution, Debate &amp; Essay Writings</b>, both in English &amp; Telugu Languages during Intermediate, Graduation, Philosophy &amp; Theology.</li> <li>• Chosen as the <b>Best Speaker or the Year</b> in Annual Debate in Philosophy for the year 2008-2009.</li> <li>• <b>Member of Andhra Pradesh Netball Team</b> which <b>won 6<sup>th</sup> South Zone Net Ball Championship</b>.</li> <li>• Participated in most of the <b>Seminars</b> conducted during the Academic Periods.</li> <li>• <b>Member &amp; Captain of the Collage Netball Team</b>, which <b>won Inter-Collegiate Tournament in 2004-2005</b>.</li> <li>• <b>Member of the District Netball Association (Prakasam)</b> and participated in various tournaments as a <b>player, coach and manager</b>.</li> </ul>

Hobbies
Updating Technical Skills, Reading Theological & Philosophical issues, Following Political & Social issues, Listening to Music, Watching News & Cricket and Spending time with family & friends.

**Personal Skills & Accomplishments**

- Within a short span of career earned the position of HOD English, Domain Expert/SME English and other responsibilities.
- Precision, accuracy and desire to get the job done right the first time
- Readiness to follow established routines and policies
- Ability to focus and concentrate on one task at a time and to work alone when needed
- Good organization skills, thoroughness and close attention to specifics, facts and details
- Belief in the value of traditional structure and the ability to work within it
- Strong sense of responsibility and strong work ethic – I feel it's important to be efficient and productive. Perseverance and determination to accomplish my goals
- A commonsense and realistic perspective
- Exhibiting patience demonstrating loyalty and Good at reconciling and avoiding conflicts
- Hard-working, dependable, following directions and standards rigorously

**Personal Profile****Name** : **Sivaji Neelam (Sheen)****Date of Birth** : 12<sup>th</sup> June, 1984**Father's Name** : Subba Rao**Gender** : Male**Status** : Married**Permanent Address** : 1-31-5A, Shankavarappadu, Addanki Mandal, Prakasam - 523260**DECLARATION:**

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

**Place:** Hyderabad, India.

Sivaji Neelam