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**Allen George Podipara**

**Podipara House**

**Muttambalam P.O**

**Kanjikuzhy**

**Kottayam-686004**

**CAREER OBJECTIVE**

I would like to be an important part of growing organization looking for suitable and satisfactory mutual growth handling a wide range of responsibilities. Being part of a global institution will elicit my potential and abilities in the field where I am.

**ACADEMIC PROFILE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Institute** | **University** | **Year of Passing** | **%age Obtained** |
| **M.A. English**  **Literature & Language** | **Saint Berchmans College, Changanacherry.** | **Mahatma Gandhi University, Kerala.** | **2009** | **64** |
| **B.A. English Literature & Language** | **Saint Berchmans College, Changanacherry** | **Mahatma Gandhi University, Kerala** | **2007** | **60** |
| **Higher Secondary** | **M.D. Seminary Higher Secondary, Kottayam.** | **Higher Secondary Board of Kerala** | **2004** | **65** |
| **SSLC** | **Kristu Jyoti English Medium H.S.S, Changanacherry** | **Govt of Kerala** | **2002** | **89.5** |

**WORK EXPERIENCE (2010-2017)**

* **Assistant Professor of English at Marian College Kuttikkanam (Autonomous).**

Job Profile: Teaching Degree students English, especially Phonetics.

Preparing out going students in GD and Interview.

Member of Syllabus Preparation Committee for B A Communicative English.

In-charge of Language Lab and A.V.Room (2011-2014)

Staff Secretary of the College (2015-till date)

Teacher in Charge of Marian Cultural Forum (2011-2014)

Staff Editor of College magazine from 2012.

Work Period: June 2011 to present time.

* **Government Guest Lecturer at Kuriakose Gregorius College Pambady**

Job Profile: Taking English classes for Degree students

Work Period: July 2010 – April 2011

* **Content Developer at Zeal Informatics, Kannur.**

Job Profile: Creating and editing contents for clients with SEO and keywords.

Work Period: November 19,2009 – June 28, 2010

Place: Thalap near Kannur.

**Exposure from Teaching Field**

* Expertise in handling ICT enabled teaching.
* Had the charge of Class Teacher for the previous two years.
* Took students for Outreach and Walk n Talk programmes.
* Conducted mentoring programme for students in my class.
* Expertise in Moodle- conducting test and giving notes.
* Guide to students doing OJT as part of the curriculum.
* Has taken students for University level competitions and for Inter Collegiate competitions
* Is a regular University Paper Valuator.
* Conducts Remedial Teaching for backward students.

**STAGE EXPERIENCE**

1. Participated as backstage manager in the production of Shakespearean drama “Macbeth” at SB college in the year 2008.
2. Played the lead role in the drama which won the Prem Nazir trophy drama competition held at SB college during the year 2006.
3. Participated in Theatrical workshop conducted by the Drama Club of SB College.
4. Staged ‘King Lear’ in Marian College during the year 2015-2016.
5. Has been the Quiz master of many Inter Collegiate Quiz competitions.
6. Has been the Auction Master of IPL Auction game conducted by MCom Department for the past three years.
7. Has been giving training for students selected for anchoring/ MC’s in presentation and delivery.

**TRAINING EXPERTISE**

* Trainer of ASAP(Additional Skill Acquisition Program)-a project launched by Government of Kerala to enhance the communication skill of undergraduates and postgraduates for the past Four Years.
* Personality Development Trainer(especially training students for Group discussion and Interview)

**CERTIFICATIONS**

1. Was Sub-Editor of Saint Berchmans College Magazine “Excelsior 2006” for the academic year 2005-2006.
2. Took part in an interactive session with President of India, Dr A.P.J. Abdul Kalam, when His Excellency visited S.B College in August 2006.
3. Reached the Final round of the Luminary 2009 contest to find out the best out going student.
4. Union Representative during the academic year 2008-2009.
5. Kottayam District Basketball team member in School days and participated in Kerala State Mini Championship.

**PERSONAL SUMMARY**

* Profile: Male
* Age 32
* DOB 09.07.1986
* Marital Status Married
* Nationality: Indian
* Religion Christian

**PERSONAL PROFILE**

* Good use of Computer and internet facility.
* Sound knowledge of MS-Office
* Strong written and communication Skills in English
* Sincere, Reliable and Hard working

**PERSONALITY PROFILE**

Loves to read and explore new technologies.

A team player, dedicated ,organized, focused, result oriented

Meticulous, self-motivated

Serious and hardworking – can deal with work pressure

Eager to learn and willing to follow instructions

**LANGUAGE PROFICIENCY**

* + - * English Fluent
      * Malayalam Native
      * Hindi to read

**HOBBIES**

* Playing Basketball, Badminton
* Listening to music
* Reading.

**DECLARATION**

I, Allen George Podipara hereby declare that the above mentioned information is correct to the

best of my knowledge and belief**.**

**Place: Kottayam**

**Date: 13.04.2018 Yours truly**

**Allen George Podipara**

**References:**

1. Dr Ruble Raj

Retd Faculty

Saint Berchmans College, Changancherry

1. Dr Fr Roy Abraham

Principal

Marian College Kuttikkanam.

Ph: 9400355436