

NEELIMA ARYA

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Brief Overview

- **Ph.D. in English Language & Literature (Pursuing)** with nearly 13 years of qualitative experience in Teaching English Language & Literature to Graduate & Under - Graduate Students, HR & Admin. Activities, Media and Corporate Communication, Organizational Branding, Language Trainings and Academic Activities Management
- Experienced in managing and handling activities pertaining to corporate communication through a synergic set of internal and external communication
- Sourced erudite teachers for the organisation and managed the entire recruitment life cycle viz. short listing candidates, lining-up interviews, selection of candidates, salary negotiation and handling joining formalities
- Adept in designing and outlining English courses on General English, English Composition, English as a Foreign Language, English for Special Purposes, Business Communicative English, Critical Thinking and TOEFL Courses
- Worked for **Hyderabad Door Darshan Kendram, Ramanthpur** as **Live Presenter** for morning information services called Prabatha Darshini during 2000 to 2012 and English News Presenter for DD 1 New Delhi
- Worked for **Hyderabad Door Darshan Kendram** as an **English News Presenter** from 2010 to 2012
- Deft in providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual and psychological growth
- Demonstrated excellence in:
 - Providing leadership for training, development and evaluation of comprehensive Soft Skills Programmes such as Conflict Management, Team Building, Personality Development and Leadership
 - Training students for placement in well-known companies / MNCs while establishing a seamless coordination with concerned HR SPOC and authorities in the companies
- An effective communicator with excellent written & verbal communication abilities and strong analytical, problem solving & organizational abilities; possess a flexible & detail oriented attitude

Professional Achievements: Holds the merit of receiving **Best Performance Award for displaying excellence in Teaching**

Employment Experience

Sep '12 – Present: Quatif Community College (Dammam University), Saudi Arabia as Lecturer

Key Deliverables:

- Guiding & training English Language to graduates with key focus on enhancing their communication and writing skills.

Jul '11 – Jul '12: Sreyas College of Engineering and Technology, Hyderabad as Associate Professor of English, HR, Placement Officer, Spokesperson

Key Deliverables:

- Trained engineering students in English Language and undertook research & development activities to derive new & easy learning methods
- Played a key role in academic planning for course modules and semesters in college
- Handled routine HR-Admin related work like recruitment of faculties, filling up admissions and placement of students in various companies by coordinating with concerned authorities
- Effectively contributed in inviting knowledge experts to college campus
- Handled Media and Corporate Communication and branded the institute in all private media for admissions
- Provided JNTU Syllabus to Engineering Students as recommended by the teachers
- Trained students in soft skills and conducted group discussions, public speeches, interviews and Multimedia Language Lab for them
- Organized Voice & Accent training for engineering and management students and carried Faculty Development Programmes at college
- Instructed GRE, TOEFL, Communication and Personality Development Classes to students

Significant Highlights:

- Recorded 100% admissions to the newly established college
- Reported admirable result and attendance every year
- Streamlined the system successfully

Previous Work Experience

Jun '08 – Jul '11: Hyderabad Institute of Technology and Management, Hyderabad as Associate Professor of English, Cultural Coordinator, Admissions Placement In-charge

Key Deliverables:

- Trained engineering and management students in English Language and Conducted Language Labs to enhance soft skills of students
- Planned Annual Academic Activities for students & faculties and Build Brand Trust of the institute to gain and maintain competitive differentiation
- Managed the spectrum of activities like filling up admissions of students in college followed by placement of students in various companies

Significant Highlights:

- Recorded 100% result

**june'03 – Jun '08: Tirumala Engineering College Bogaram, Hyderabad
Associate Professor of English, Head of Department (Humanities and Sciences)**

Key Deliverables:

- Appointed as Head of Department (Humanities and Sciences) and Handled all Department Responsibilities
- Trained engineering and management students in English Language
- Planned Annual Academic Activities for students & faculties and designed college brochure
- Handled routine HR-Admin related work like Recruitment of faculties, filling up admissions, training of students & their placements in companies
- Trained MBA Students in Business Communication Soft Skills

july'01 – aug'03: Frobels Jr. College Moulali, Hyderabad as Senior Lecturer

**Commenced career with Lal Bahadur Jr. College, Hyderabad as Junior Lecturer
From june, '08 – sep, '01**

Education

- *Pursuing Ph.D. in English Language and Literature* from JNTU Hyderabad
- **Masters in English Language and Literature** from Sri Padmavathi Mahila University, Tirupathi in 2000
- **Bachelors in English Language and Literature** from Maris Stella, Vijayawada in 1998

Paper Presentation

- Presented Paper on Youth Leadership Qualities in National Level Seminar organized by AIU (Association of Indian Universities) at Mysore on 22nd and 23rd oct 1999.
- Part of a Paper Presentation on Impact of Globalization on Literature in World Conference conducted by WASLE at Hubli, on april 23rd and 24th 2010.
- Presented a paper on “Teacher as a facilitator in the classroom” at UGCsponsored National seminar on 24th and 25th june 2010.
- Actively participated in Paper Presentation on “A World wide view onStreet Children” in National Conference conducted by Bharathiyar University at Coimbatore, from 11-13 august 2010.

- Participated and presented a paper on “Technology in Indian culture and effects of Globalization of technology and Media” at a three day International conference organised by ICCR and UGC in Andhra University Vishakapatnam from 24-26th february 2011.

Workshops Attended

Attended the ELTPN workshop ON “Inclusive Learning and Additional Educational Needs” on 12th dec 2012 organised by British Council Al-Khobar Saudi Arabia

Attended An Open house entitled “Exploring the uses of teaching english poetry on developing language literacy skills” on 2nd november 2013 organised by Association of Lnguage teachers in Saudi Arabia[KASALT].

Achievements & Activities

- Cultural Secretary (1998–1999) and Chair Person (1999–2000) at JNTU, Hyderabad
- Branded Sreyas College of Engineering and Technology, Hyderabad in all leading Television channels in Andhra Pradesh
- Part of a National Camp at Palayamkotti, Tamil Nadu under Campus Diversity initiative
- Participated in various Chief Ministers and Government Officials Programmes
- Worked for Sarva Shiksha Abhiyan and Rajeev Vidya Mission as Voice Over Artist for Multi Media Language Lessons
- Worked as Voice Over Artist to Sankya InfoTech ECIL, Hyderabad
- Participated and secured prizes in competitions like elocutions, debates and cultural programs at school

Certifications

Completed *Cabin Crew Training* from FrankFinn Management Consultancy, New Delhi200

Personal Details

Date of Birth: 18 Mar, 1977
Languages Known: English, Telugu and Hindi
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Passport No: E 8389432