|  |  |
| --- | --- |
| **Gulfjobseeker.com CV No:** **932592**  **Mobile** +971505905010cvdatabase[@]gulfjobseeker.com  To contact this candidate use this link  <http://www.gulfjobseeker.com/feedback/contactjs.php> | |
|  | **CORE COMPETENCIES**   * Ability to Plan, prepare and deliver lessons and workshops for groups and individuals according to English curriculum * Ability to design and produce teaching materials and adapting existing materials * Manage classrooms at all levels, prepare examination papers according to course outline. * Profound knowledge of the principles, procedures and practices of teaching and training. * In-depth ability to research, gather and analyze the teaching material to prepare easy strategies and extracts for teaching. |
| **Personal Details**  **Date of Birth:** 04/10/1981  **Marital Status:** Married  **Domicile:** Karachi  **Nationality:** Pakistani  **Education**  **Master of Arts In Education (Applied Linguistics)**  The Open University, United Kingdom,  September 2006-September 2009  **BA(Hons) Business studies with international development**  The Open University, United Kingdom,  February 2003-June 2005  **Intermediate In Commerce**  S.M Govt. Arts & Commerce College, Karachi Pakistan,  September 1999  **Education**  **Matriculation In Sciences**  Cantab Grammar School, Karachi Pakistan,  July 1997  **Diplomas & Certificates**  **Diploma In Computerized accounting (SAGE Line 50)**  The City & Guilds University, United Kingdom,  March 2011-August 2011  **Certificate In Computer applications (4 Units)**  The City & Guilds University, United Kingdom,  May 2011-August 2011  **‘BTEC’ First Diploma in Sports (Exercise & Fitness)**  The City & Guilds University, United Kingdom,  January 2010-July 2011  **IT Skills**  **Software Designing Diploma**  Academy of business in computers, Karachi Pakistan,  September 1998   * Proficient in MS Office * Power point presentations * Use of ERP/accounting software packages which are followings;  1. Visual Basic & FoxPro, UNIX & C++ 2. Oracles   c) Quick book  d) SAGE Line 50 | **OBJECTIVE**  To obtain a meaningful and challenging position in a reputable organization; such **as Teacher / Senior Teacher, Assistant Coordinator / Senior Coordinator in the faculty of English, TEOSL, ESOL, ESL, EFL, EAL, ELT, TEFL & IELTS** that enables me to work in a professional environment, learn to enhance my capabilities in the teaching & training field and allows for advancement. |
| **EXPERIENCE**  **Meritorious Education’s Network**  Senior teacher English Language & Literature, Karachi Pakistan  September 2012-Present  **Milton Keynes College**  Tutor English Language & Literature, Essex, United Kingdom  January 2010-August 2012  **Honey Pot Lane Primary School**  Tutor English, London United Kingdom  January 2007-December 2009  **Free-lance Interpreter & translator**  Interpreter & Translator, London United Kingdom  July 2006-Present  **McDonald’s Restaurants Plc**  Store & Operations Manager, London United Kingdom  November 2000-December 2006  **WORK HISTORY**   1. **Teaching**  * Teaching Cambridge curriculum at O’Level A’ Level Campuses (VIII,IX, X, XI) * Teaching Sindh text board curriculum at Science College (IX, X, XI, XII) * Teaching all curriculum with aptitude tests preparations at Coaching Centre (IX, X, XI, XII, BCom I & II all groups & faculties) * Teaching Language, Literature, Text and Grammar * Senior member of discipline committee * Assist in preparing exam papers and other events * Used magic board with complete teaching software for lessons * Organized lessons before and after the learning sessions * Assist students both individually and in groups in learning English * Taught Edexcel curriculum * Translated the lessons for students from other nationalities * Trained and developed learning skills in dyslexic students * Assisted groups as well as individuals when required * Assist students both individually and in groups in learning English * Interpretation in person and on calls * Translate the required documents by the council offices * Trained and developed existing staff  1. **Operation & Management**  * Operational and Financial management * People management, responsibilities for a team of 32 staff, recruiting new staff, training & developing existing staff * Ensuring and maintaining the standard of hygiene and health and safety regulations of the restaurant * Observing and ensuring high standards of customer service at all times * Implementing and instilling in the team company policies, procedures, ethics etc * Handling customer complaints and queries * Devising and marketing promotional campaigns * Preparing reports and other performance analysis documentation * Establishing relationships with the local community and understanding activities, which comply with the company’s corporate social responsibility programs |
| **Language Known**   * Excellent speaking, reading, writing skills in:   a) English  b) Urdu  c) Punjabi  d) Gujarati   * Fair , reading and writing skills in Arabic & Farsi language   **Personality Traits**   * Attractive Inter-personal skills. * Pro-active approach * Innovative in ideas * Leadership * Staff & time management. * Punctuality   **Achievements**   * First prize in speech * competition at school & college level * Medals in various cricket tournaments * Awarded Best behavior award at school. | **WORK HISTORY**   1. **Extra Curricular activities**  * Prepare and train children to perform in various activities such as; stage drama, poetry & musical event. * Monitor and analyze all activities for all events * Senior member of the discipline & sport committee.  1. **Management Reporting**  * Report to the senior coordinators’ at campuses & CEO of the organization as; stage drama, poetry & musical event. * Report to the Education Manger of the college * Report to area coordinator on weekly basis * Reported to the head of the administration * Conduct periodic physical inventory counts of fixed assets and inventories. Conduct analysis related to fixed assets as requested by management.  1. **Other related educational activities**  * Carrying out assessments of students' needs * Planning schemes of work * Assessing students' progress * Keeping records * Attending team meetings * Attending and contributing to training sessions * Advising colleagues * Preparing information for inspection visits and other quality assurance exercises * Helping to draft and review institutional policies relating to the education of students with English as a Second Language * Engaging in continuous professional development (CPD) |