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| **Gulfjobseeker.com CV No:** **932592****Mobile** +971505905010cvdatabase[@]gulfjobseeker.comTo 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.
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| **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 PakistanSeptember 2012-Present**Milton Keynes College**Tutor English Language & Literature, Essex, United KingdomJanuary 2010-August 2012**Honey Pot Lane Primary School**Tutor English, London United KingdomJanuary 2007-December 2009**Free-lance Interpreter & translator** Interpreter & Translator, London United KingdomJuly 2006-Present**McDonald’s Restaurants Plc**Store & Operations Manager, London United KingdomNovember 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
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| **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)
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