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**AMIT**

**AMIT.273268@2freemail.com**

**CAREER OBJECTIVE**

To achieve a position as an English Teacher in which strong dedication to the total development of children and a high degree of enthusiasm can be fully utilized. It will also enable me to use my strong organizational skills, ability to work in harmony with people and experience as a motivational speaker.

**ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Certificates/Degree** | **Board/University/Institute** | **Year of Completion** |
| **1** | **TESOL/TEFL Certification** | **The American TESOL Institute** | **2015** |
| **2** |  **High School**  |  **Board of High School & Intermediate**  **Education,U.P.** | **1993** |
| **3** |  **Intermediate**  | **Board of High School & Intermediate Education,U.P.** | **1996** |
| **4** |  **BA (English, Pol.Sci, Eco.)**  | **Chaudhary Charan Singh University** | **2000** |
| **5** |  **MA(English)** | **Subharti University,Meerut** | **2016**  |

**# TESOL (Teaching English to the Speakers of Other Language) TEFL (Teaching English as a Foreign Language)**

**SKILLS**

* Effective professional and communication skills as a voice and accent trainer in English and Hindi.
* Proven experience in **Education Sector.**
* Excellent communication, presentation and convincing skills.
* Ability to use Computer & Technology .
* Proven ability to follow directions and/or work independently as necessary.
* Proven ability to lead a team and willingness to work and travel in flexible hours.
* Proactive and confident but mild in personality.
* Highly social and easily acceptable personality.
* An **extrovert** and **honest** in nature.
* Solid planning, organizational and leadership skills.
* Ability to **teach**, **motivate** and **direct** through workshop (indoor/outdoor).
* **Rapport** building by using life skills and **NLP**.
* Strong knowledge of **teaching methodologies** and strategies.

 **PROFESSIONAL & WORK EXPERIENCE**

**ACADEMIC ADMINISTRATOR April 17’2017- May 9’2017**

***G. D. Goenka Public School, Muzaffarnagar***

**TEACHER,MENTOR&TRAINER Nov.’2014 -April 15’2017**

***Golden Heart Academy, Khatauli (Sr. Secondary School CBSE)***

* **PGT English &** Conducting **SPECIAL CLASSES on LITERATURE, GRAMMAR & WRITING SKILLS (IX – XII)**
* Managing **the induction of faculty**.
* Training **the faculties on communication, behaviour, life and soft skills**.
* Maintaining discipline, quality and a high academic standard in the school ***and rest as mentioned in the previous service.***

**MENTOR,TEACHER&TRAINER Sep.’ 2014 – Oct.’2014**

***New Era International Public School,Bagpat & Indraprasth Public School,Morna***

***(Sr. Secondary Schools CBSE)***

* Conducting **SPECIAL CLASSES on LITERATURE, GRAMMAR & WRITING SKILLS (IX – XII)**
* Managing **the induction of faculty**.
* Training **the faculties on communication, behaviour, life and soft skills**.
* Maintaining discipline, quality and a high academic standard in the schools.
* Conducting **parents - teachers meet**.
* **Motivating** the **faculties** and **students** through workshops on **NLP.**
* Working as a strong link between management and faculties.
* Conducting the appraisal sessions for teachers.
* Taking care of day to day general administration of the centre.
* **Counselling** the students, parents and guardians.
* Ensuring the optimum use of technology and research & department cell.
* Seeing to the adherence to **CCE** pattern of **CBSE**.
* Being responsible for maintenance of complete facilities & infrastructure.
* Setting up compliance towards all admin and facility related statutory requirement.
* Interacting with other departments for executing the maintenance of all equipment in the schools.
* **Liaising** with statutory and local body.
* Safeguarding of schools’ assets.
* Handling the academic staff of over **180 teachers** and other personnel.
* Establishing an effective team to meet the schools’ expectation.
* Preparing press releases for the leading news papers.

**PRINCIPAL,ACAD. TRAINER & SCHOOL DEVELOPER May’ 2013 – July’2014**

***Shri Ram Public School(Sr .SecondaryCBSE, Khatauli)***

* Conducting **SPECIAL CLASSES on LITERATURE, GRAMMAR & WRITING SKILLS (IX – XII)** and as mentioned above at **NEIPS & IPS.**
* Handling the academic staff of over **70** **teachers** and other personnel.

**PGT English &TRAINING HEAD**  **October’ 2011 – April’ 2013**

***Golden Heart Academy(Sr.Secondary,CBSE,Khatauli)***

* PGT English , Conducting **SPECIAL CLASSES on LITERATURE, GRAMMAR & WRITING SKILLS (IX – XII)**
* Training the academic staff of over **130 teachers** as per the present standard of teaching.
* Designing & Implemented effective **training modules** for the teachers and students.
* Mentoring, coaching and counselling the trainees for improving Voice and grammatical skills through voice drills.
* Training the teachers and the students on **Voice & Accent**, soft skills, behaviour, and voice modulation

**MOTIVATIONAL SPEAKER & TRAINER April’ 2008 – Oct.’ 2011 *Maraal Services, Delhi***

**CENTRE HEAD April’2005-April’2008 *ACE,Institute of Languages,Deoband(Saharanpur)***

Trained the students, professionals, officials, businessmen, people moving abroad (especially Middle East/Gulf,U.S.,Asia) on the ***Language of English & Communication***.

**PROCESS DEVELOPER April’2003-April’2005 *Wipro BPO, Delhi***

* Handling the process, Tele Etiquette, Spoken English etc.
* Designing & Implemented effective training modules for the candidates.
* Mentoring, coaching and counselling the trainees for improving Voice and grammatical skills through voice drills
* Training candidates on Voice & Accent, soft skills, behaviour, and voice modulation.

**PROCESS ASSOCIATE January’2002-April’2003**

***Convergys,BPO,Gurgaon***

Job profile same as mentioned above at Wipro

**VOICE & ACCENT & LANGUAGE TRAINER Aug.’2000-January’2002**

***ACME -An Institute for English Language, Khatauli***

* Trained different type of candidates while honing my own skills simultaneously**.**

 **HOBBIES**

* **Mobilizing people for personal development program.**
* **Singing, listening to music, writing, reading and playing any game.**
* **Developing new methods and art of pedagogy.**
* **Disseminating the irrefutable fact that communication & skill development after identification must be given first priority.**