|  |  |
| --- | --- |
|  |  |
| Avinash [Avinash.307113@2freemail.com](mailto:Avinash.307113@2freemail.com) |  |
|  |  |

I have over 24 years of experience in Dubai, UAE and Punjab, India teaching Mathematics, Accounts, Finance, Economics and Business Studies. I have assisted working professionals in their preparation of competitive exams in their respective fields such as Banking, Insurance and Income Tax. I possess extensive practical experience, which adds more value to educate students and enrich a strong base of effective learning. I am proud to have been accredited as an instrumental mentor to a number of my students. Lastly, I am confident and experienced in establishing and successfully running business in the education field.

ACCOMPLISHMENTS

* Designed and executed lesson plans that help students to get higher grades.
* Designed and implemented customized programs after assessment of students.
* Increase in strength of students due to good word of mouth.
* Handled students' behavioural problems successfully by providing individual counselling services.
* Motivated students and achieved optimal performance from majority of my students.

EMPLOYMENT HISTORY

Freelance Trainer/lnvigilation, Dubai since April '12.Till date

* Taught Mathematics, Accounts and Finance for all levels:

ICSE, C.B.S.E, I.G.C.S.E, GCE, GCSE.

* Taught M.B.A. Finance students at IIMT, Dubai
* Taught ACCA and CIMA classes in various institutes such as Zabeel International Institute, Dubai and Laurels Institute, Dubai.
* Performed invigilation duty at Herriot Watt University, Dubai.

Knowledge Quotient, Dubai March '09 - March '12

Accounts Teacher

* Prepared students of IGCSE, GCE for 0 & A level Accounts & Mathematics.
* Handled students of various academics from Institutes, University, etc.
* Conducting periodic internal examination for better preparations.
* Individual mentoring to students on respective areas.

Mehak Tutorials, India August '92 - January '09

Owner and Trainer

* Independently taught Math and Accounts.
* Managed day to day activities of institute.
* Acted as a mentor and guide to other Instructor's and students.
* Conducted training sessions for professional Accounting courses.
* Examined financial accounts and records on a weekly basis.
* Prepared income tax returns from accounting records.
* Analyzed and resolved work-related problems with professionalism.
* Provided placement to successful students in reputed organizations in India.
* The Training center has trained more than 700 students.

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

Bhushan Gupta & Company (Chartered Accountants), India August '89 -August '92

Audit Clerk (Internship)

» Audited Account Books

* Prepared Financial Statements and Reports
* Prepared Income Tax returns and Sales Tax returns.
* Provided information about claims or accounts, update accounts.
* Resolved work-related problems and submitted progress reports.

**EDUCATION**

* Master of Commerce (M.COM) 2002 - H.P University, Shimla, India
* Bachelor of Commerce (B.COM.) 1989 - Punjabi University, Patiala, India
* TALLY 7.2 & 9

COMPETENCE PROFILE

Expertize:

* Mentoring and coaching
* Solution and result oriented thinking
* Resilient and patient approaches.
* Responding to difference cultures, nationalities and levels
* Empathy | Adaptability | Creating Trust
* Accounting Softwares - Well versed in Tally & Quick Books.
* Proficient with MS-Office, Internet Applications

Language Skills:

* Punjabi - Mother Tongue
* English - Excellent written and verbal skills
* Hindi - Good written and verbal skills

References: Available upon request