**IMTIYAZ**



**E:** imtiyaz.374837@2freemail.com

**CAREER OBJECTIVE**

Dedicated and passionate English Language Teacher committed to the academic development of every student. Accomplished to ensure academic success and embracing every opportunity to achieve educational excellence. Seeking a global position to utilize my capabilities and professional experience for the progress of students and institute.

**SKILLS**

Verbal & written communication ***~*** Strong & critical assessment ability ***~*** Subject Knowledge with clear objective ***~*** E-learning ***~*** Lesson planning & exam strategies ***~*** Prompt examination & supervision ***~*** Proof reading accuracy & compilation ***~*** Classroom management ***~*** Grammar teaching ***~*** Student motivation & counseling ***~*** Resourceful & teamwork ***~*** Interactive & engaging personality ***~*** Word, & Excel Proficient ***~***  Technology adaptive ***~*** Strong IT skills

**PROFESSIONAL EXPERIENCE**

**English Teacher**  **Jan. 2012 – Oct. 2017** *New English Medium High School, Solapur INDIA*

 **Responsibilities:**

* teaching high school students English subject in accordance to the year planner.
* daily lesson planning for effective teaching and completion of syllabus.
* conducting lessons with proper explanation and MCQ tests on smart class digital board.
* manage students’ behavior in the classroom by enforcing school rules and disciplinary system.
* encourage and monitor the progress of individuals as well as weak students.
* improved students’ reading level through the implementation of Daily Reading Program.
* preparing tests and setting up question papers with model answers.
* carried out homework, assignments, assessment, evaluation and moderation work.
* prepared individual & class result, term & annual marks sheet, report cards etc.
* participate in extracurricular activities such as cultural programs, sports activities, picnic tours, quiz competitions, prize distribution and annual day function etc.
* Implementation of instructions/work order in time line given by the Principal or school authorities.

**Trainer**  **Jan. 2007 - Dec. 2011** *Excellent Spoken English Institute, Solapur INDIA*

 **Responsibilities:**

* has taught undergraduate and graduate college students.
* taught essential and advanced English grammar, its concepts.
* motivated Non-English speaking students ensuring a comfortable learning experience.
* developed listening and understanding skill by the Audio/Visual Programs & Plays.
* guided practical use of English language, pronunciation, voice & accent etc.
* mainly focused on Spoken English & Communication.
* overall curriculum, syllabus & exercises were designed in order to speak English.

**Lecturer (part time)**  **Jan. 2013 - Mar. 2015** *SSA Arts & Commerce College, Solapur INDIA*

 **Responsibilities:**

* teaching course syllabus, English grammar with clear objectives and examples.
* nature, importance and scope of English as foreign language.
* mainly teaching communication skills, conversational practices and interactive sessions.
* developed English language proficiency by creating a positive learning atmosphere ensuring active participation of all the learners.
* simplified the course material and designed appropriate study notes.
* conducted oral exams, assessment of university examination papers etc.

**EDUCATION**

**Master of Arts in English** Solapur University Solapur, India 2014 - 2016

**Bachelor of Education** Solapur University Solapur, India 2012 - 2013

**Master of Arts in Islamic Studies** University of Mumbai, Mumbai, India 2004 - 2006

**Bachelor of Arts in** **English** Shivaji University Kolhapur, India 1999 – 2003

**Diploma in Computer Management** from UIIT Solapur, India 2003 \_ 2004

**CERTIFICATION**

**IELTS Score Band** British Council Pune, India *preparing*

**ACHIEVEMNTS**

* Appointed as **E-Learning Incharge** because of having strong technical skills & experience.
* Appointed as **SSC Examiner** by Maharashtra State Board of Secondary & Higher Education **Pune**. Having excellent and accurate assessment ability.
* Appointedas **School Technical Representative** for Maharashtra State Board’s **KALCHACHNI ONLINE TEST** of all SSC appearing students every year.
* Got trained of **SARAL** an official online process of providing **School, Staff & Students** complete information to State Education Department regularized by the Government of Maharashtra.
* Received English Language Teaching & Syllabus changes trainings given by **MSCE** Maharashtra State Council of Examination Pune.
* Transformed all manual academic reports into system generated. And created formative, summative evaluation sheets, individual results, class results, unit test, term & annual spread sheets, report cards etc for Std. **V to X** in **MS Excel**.
* Designed & prepared **ACTIVITY SHEET** question papers for higher classes as per new pattern of Maharashtra State Board Curriculum.

**PERSONAL INFORMATION**

**Date of Birth :** 11 Jan. 1982

**Marital Status** **:** Married

**Nationality :** Indian

**Languages known :** English, Urdu, Persian, Arabic, Hindi & Marathi

**Areas of Interest :** Teaching, Education, Research, Urdu & Hindi Poetry

**Hobbies :** Travelling, Watching English & Internet surfing

***\**** *all degree certificates are university attested, notarized, ministry, HRD completed & MEA attestation is in process.*