Name: Dina

E-mail: dina-396780@gulfjobseeker.com

***Career Objective***

EFL/ESL tutor to adults, secondary grades, higher education and above preferred.

***Education***

2007-2010: **Bachelor’s Degree** – English Literature Department

Faculty of Arts – Mansoura University

Degree: Good

***Work Experience***

* United Arab Emirates:

**2015 – Present: English Language Instructor - Freelancer**

EFL/ESL tutor to adults, help them improve their English skills (listening, reading, writing and speaking.)

**2015 - Present: Typist and Data Entry – Freelancer** Entering data at home in many different fields.

**2016:** **English and Arabic Teacher at Zohour Almustaqbl Nursery**

Taught English and Arabic languages to kids and make them play and spent their day in funny times.

* Egypt:

**2012-2014: English Language Instructor at:** ATLICS CentreTaught English language to adults.

**2014:** **Assistant Assurance Services at Delta Life Insurance**

Worked as an Assistant Assurance Services, Coordinator and Personal Assistant. My role was responsible for meeting clients; fill out policies and sometimes working outdoors to meet clients at their offices.

**2013: Customer Service and Data Entry at Al-Saha Travel Company** Customer Services was responsible for receiving calls, preparing meetings and helping my mates at booking tickets.

***Training Courses***

* November 2019: Studied ***Language for Teaching*** online course, Secondary B2. Accredited by **Cambridge English Language Assessment**.
* August 2019: **Teaching English as a Foreign Language (TEFL/a 120 hour-course)** Studied at **London Teacher Training College**
* **English Language:**
	+ 2007-2008 General English
	+ 2008-2009 English Conversation
	+ 2010 TOEFL (Score 520)
* **Computer Skills**
	+ 2010 High Institute Management and Computer (HIMC)
	+ International Computer Driving License **(ICDL)**
	+ 2011 Information Technology Institute in Cairo (ITI)
	+ Graphic Course
* **Soft Skills**
	+ Presentation Skills
	+ Communication Skills
	+ Team Building
	+ Time & Stress Management
	+ Marketing Management Concepts

***Languages***

Arabic – Fluent (Mother tongue): Reading, Speaking & Writing.

English – Upper Intermediate (B2): Reading, Speaking & Writing.

***Personal Data:***

Nationality: Egyptian

Birth Date: 16th Jan 1989

Marital status: Married

Sponsorship: Husband

City: Sharjah