**Gulfjobseeker.com CV No:** **535092**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

**Objectives:**

To seek a relevant position in line with teaching English as second language and to be part of a prestigious faculty such as your organization that has the drive imparting knowledge. My passion in educating and training individuals is a higher vocation that I consider a career and passion. My previous experience makes me suitable for a teaching job or general administration within the education sector.

**Key Traits:**

* Customer focused
* Excellent communication skills
* Able to priorities tasks
* Initiative, flexibility and adaptability in any environment
* Flexibility in ideas
* Strong passion for learning and teaching
* Evidence of the ability to work effectively within a team
* A willingness to learn about a wide range of subject areas and

 Complex procedures

* The ability to work accurately and efficiently to tight deadlines
* A willingness to support colleagues during periods of high activity

**Points to Consider:**

* Familiarization with school procedures and protocols
* Exposure to administrative works
* Well spoken and written English skills
* Native Arab speaker
* Excellent knowledge of MS office and other computer application

**Working Experience:**

**Admissions Administrator**

**Canadian University**

**22 / 07 / 2007 to 25 / 02 / 2008**

The organizational structure of University of Dubai is designed to provide clear lines of academic and support responsibility, and maintain short channels of communication across the organization. Minimized layers of management, teamwork, resource sharing and a strongly delegated authority are characteristics of the organization.

**Duties and Responsibilities:**

* Responsible for student record filing; distribution of TOEFL, Math

 results; assignment of student identification number.

* Assessment with student application; generate new student file
* record upon receiving student applicant’s form.
* Accepts student inquiries over the counter, phone and

 correspondence via email.

* Prepares the list of the school year’s curriculum for walk in students

 who are inquiring for a copy of the list.

* Organize brochures; printing and inserting to them to a folder for

 distribution.

* Arrange information cards for upcoming students.
* Printing and sorting out of student’s application forms.
* Facilitates and maintains information of new students in the

 admission database.

**Middlesex University**

**Admissions Assistant**

**Dubai, UAE**

**24 / 12 / 2006 to 30 / 05 / 2007**

My key responsibilities were merely involved in processing application, maintaining admissions filing system, meeting with prospective students and their parents. In addition, clerical works were involved such as encoding data from new leads into the system, sorting and processing incoming email, registering newly registered students, attending to email and phone inquiries and issuing offer letters to accepted applicants.

**Dubai World Trade Center**

**Translator – 3 day temporary placement**

**Dubai, UAE**

**28 / 12 / 2006 to 30 / 12 / 2006**

Worked studiously with a medical team; provides translated medical

information from English to Arabic and vice versa.

**Al Ahli Bank of Kuwait**

**Dubai, UAE**

**01 / 10 / 2002 to 31 / 12 / 2002**

Stationed at the customer inquiries desk, were responsible for general inquiries; managed customer accounts; provides necessary forms; facilitates proper documentation for back end job; secure loan applications and identify loan eligibility. In addition, I worked closely with the branch accounts supervisor for the accounting of large sum of money.

**Academics:**

**B.A. in English Language and Translation**

**Ajman University**

**Ajman, UAE**

**Graduated in June 2005**

**Courses taken:** Linguistics; Phonetics; Syntax; Semantics; Stylistics; Literature;

Arabic to English / English to Arabic Translation; Simultaneous Interpretation

**The main target of this course are as follows**:

* Work effectively as bilingual a translator, interpreter or a teacher.
* Master the techniques of different translation genres and styles i.e. financial, medical, legal etc.
* Utilize multimedia in translation and communication

 pursue postgraduate study

* Enhance society's image of the fields of translation and communication through modern and traditional literature.

**Professional Post Graduate Diploma in Education**

(A scholarship grant by Knowledge and Human Development –

Government of Dubai)

British University of Dubai

10 / 02 / 2008 to 30 / 10 / 2008 – incomplete

The program debriefs lesson plans discussion, teaching portfolio, project preparation, presentation, tutorial feedbacks, assignment schemes, etc. **This covers hands on teaching experience in Jumeirah Model School for 14 weeks (Teaching Experience I & II). In addition**, this course had a focus on **“MICRO TEACHING**” that allows us to enhance teaching skills by actually preparing lesson plans, discussions, portfolio, pupil tracking assignment. At the end of the module, we had presented a thesis of 2,000 and 3,000 words as summary of lessons and observations of the 2courses

**Trinity Certificate in TESOL - CELTA by Trinity College U.K.**

(History) English Language–Pronunciation–Vocabulary–Grammar

Woods James Consultants

Completed June 2006

Focuses on Teaching Practices which is one of the 5 modules that covers beginner to intermediate. Five **(5) hours of practice teaching on different levels;** the course offers 5 modules i.e, unknown foreign language, learner profile, portfolio course book and material evaluation. The thesis of this course is to evaluate the course book

**Master Teacher Certificate**

TESOL Arabia Dubai UAE

Completed in March 2007

Highlight on teaching vocabulary, phonetics, and expanding through the evolving methods of teaching English as a second language. **The course is designed to provide the latest data in teaching research and methodologies. The MTC consists of 12 lectures i.e., Teaching Second Language** Writing the Grammatical Connection, Approaches to Interactive Grammar in the Classroom, Teaching Pronunciation Communicatively*, New Developments in Teaching Reading , Best Practice in Using* Materials in the Classroom. The program focuses on providing up to date state of the art knowledge on the ELT profession

**Enhancing Teacher Effectiveness**

Tesol Arabia, Dubai UAE

 Completed in March 2009

The course focuses on “Building Language Skills through Music”; “Self Reflection as a Key to Teacher Effectiveness”. In a addition, the course teaches “Designing and Adapting Tasks” and “Teaching for Autonomy”.

**Teaching and knowledge building.**

**Global Form on Innovation & Technology in Teaching and Leading** .

ISTE , Dubai UAE.

Completed in April 2009

The conference generate new ideas and practices for integrating technical tools to enhance education as well as streamed sessions focusing on “ enhancing English language Learning through the use of Technology and digital resources , challenging students through global projects, using technology to teach reading , In addition to Technology and information fluency for teachers , students , education leaders.

**Other Details:**

Date of Birth: 06 / 06 / 1978

Place of Birth: Kuwait

Nationality: Kuwaiti