

CURRICULUM VITAE

Aadil Zeffer Sofi

English Teacher/Trainer CV



Career Statement

“seeking a responsible job with an opportunity for professional challenges and to use my skills in the best possible way for achieving the varied goals. Having a clear understanding of the importance of confidentiality and being able to provide a stimulating, caring and consistent environment for pupils.”

PERSONAL SUMMARY

An articulate qualified English teacher who is able to effectively communicate with students from diverse backgrounds or varying degrees of ability. A committed and dedicated professional with a proven ability to teach, motivate and direct students to maximum performance by encouraging a positive and energetic environment.

Fully conversant and experience of exploiting technology in the classroom to make the most of the learning experience. Presently looking for an English teaching position with a progressive School/College.

CAREER HISTORY

Technical and Vocational Training Corporation, Kingdom of Saudi Arabia

College of Technology Al Majmaah/College of Technology Aldayer

ENGLISH TRAINER April 2016 - Present

- Teaching students how to read, write and speak English in a comprehensive way.
- Providing a classroom presence and contributing to the positive ethos of the school.
- Putting students first by demonstrating energy, vision and creativity.

Duties:

- Teaching English Language to the students at College level.
- Tailoring English teaching methods to suit the needs of individual students.
- Planning, preparing and delivering lessons to a range of English classes.
- Recording and monitoring a students exams/attendance.
- Marking work and giving appropriate feedback to pupils.

- Preparing students for Term and Final examinations.
- Managing students' behaviour in the classroom and on college premises.

Duty Society/CBSE -affiliated school— Aligarh India.

TEACHING ASSISTANT

October 2014 - March 2016

Creating a classroom atmosphere which is comfortable and at the same time stimulating, thereby helping students to grasp grammar and furthering their knowledge of tackling entrance exams.

Duties:

- Helping pupils to improve their conversational English.
- Putting up displays in the classroom.
- Liaising with other professionals such as educational psychologists.
- Keeping parents/carers updated about their child's progress.
- Arranging homework for school children.
- Stressing the importance of context to language learning.

KEY COMPETENCIES AND SKILLS

Teaching skills and personal attributes

- Discussing course objectives, expectations & homework policies with pupils.
- Able to communicate effectively both verbally and in writing.
- Flexible, adaptable, considerate and patient.
- Enjoy working with students/people.
- Can involve and inspire students from all levels.
- Can form quick and productive relationships with pupils and staff.
- Can assimilate within a department and school quickly and effectively.

Professional

- Able to use computer-assisted educational resources.
- Researching new topic areas and maintaining up-to-date subject knowledge.
- Able to teach vulnerable and sometimes challenging students.
- A committed and organised professional.

- Fully aware of diversity and cultural issues.
- Able to teach across all key stages.
- **ACADEMIC PROFILE:**
- M. Phil in English from Aligarh Muslim University with First Division.
- M.A.English from Central University of Kashmir with First Division .
- M.A.Sociology from Indira Gandhi National Open University with First Division .
- M.A.Urdu from Maulana Azad National Urdu University with First Division .
- B.A. from University of Kashmir (Jammu & Kashmir) with . First Division
- Intermediate from J&K Board of School Education with Second Division.
- Matriculation from J&K Board of School Education with First Division.

PROFESSIONAL QUALIFICATIONS:

- Cambridge certified **CELTA from London,U.K**
- Registered for a French Course at C.E.B.P. Paris France
- B.Ed from University of Kashmir with First Division.
- Post-graduate Diploma in linguistics from AMU Aligarh with First Division.

OTHER QUALIFICATIONS:

- Attended full-time Civil Services Coaching at RCA, Aligarh Muslim University.
- Attended a Crash-Course on Civil Services (Preliminary) at Centre for Career Planning Centre, University of Kashmir, 2013.

TEACHING EXPERIENCE IN DETAIL:

- 2-Years Teaching Experience at College of Technology, Al-Majmah, Saudi Arabia.

- 1- Year Teaching Experience at Branch College of Technology, Al- Dayer, Saudi Arabia.
- 1- Year Teaching Experience at College of Education,India
- 10 Months Teaching Experience at Duty Society Aligarh, India
- Six-Months Teaching Experience at a CBSE- affiliated school,Aligarh India

OTHER ACTIVITIES:

- (Post- held) Joint Editor in the Hall Magazine Sir Syed Hall (North), AMU Aligarh.

PAPERS PRESENTED IN SEMINARS/CONFERENCES:

- Presented a paper entitled,“Poetic Prominence and the Polyvalent Genius: Nund-e-Reshi (RA)” in a national seminar on “Sheikh Noor Ud Din Wali: Art and Thought” organised by Dept. of Modern Indian Languages, Aligarh Muslim University, Aligarh, on 27th and 28th of October 2014.

WORKSHOPS ATTENDED:

- Participated in the 10 Days National Workshop on Research Methodology sponsored by ICSSR at Assam University Silchar, Assam.
- Attended Five Days International Literature Festival at Jaipur, Rajasthan from 21st to 25th January 2015.

PAST MEMBERSHIPS:

- Member of University Literary Club,Aligarh Muslim University,Aligarh.
- Member of University Film Club,Aligarh Muslim University, Aligarh.
- Member of University Athletics Club,Aligarh Muslim University,Aligarh.

COMPUTER SKILLS:

- A Certificate Course in Computer from Community Information Centre, Bandipora, J&K.

BOOKS PUBLISHED/ EDITED:

- Authored a booklet entitled “An Educational Supplement: A trial based on experience” foreword by the Concerned College Principal and registered by the District Administration.”
- Published a poem entitled “Falling Man” in a refereed e-journal-Criterion.

HOBBIES:

- Reading English and Urdu Literature.
- Travelling and exploring new destinations
- Browsing internet.
- Long walks.

PERSONAL DETAILS:

Name : Aadil Zeffer Sofi.

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Linguistic Proficiency : Arabic, English, Hindi, Kashmiri, Urdu

DECLARATION:

I, Aadil Zeffer Sofi, do hereby declare that the above information given by me is true to the best of my knowledge and records.

Dated:17/05/2019.

