

CURRICULUM VITAE

Aadil Zeffer

English Faculty 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.

ACADEMIC PROFILE:

- Earlier a P.hD Scholar at Aligarh Muslim University, Aligarh India and University Malaysia Pahang, Malaysia (Left due to job). Now pursuing part-time P.hd at LPU, Jalandhar.
- 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 Ghandhi National Open University with First Division .
- M.A.Urdu from Maulana Azad National Urdu University with First Division .
- Pursuing M.A. in Public Administration from IGNOU.
- B.A. from University of Kashmir (Jammu & Kashmir) with . First Division
- Intermediate and Matriculation from J&K Board of School Education.

PROFESSIONAL QUALIFICATIONS:

- Cambridge certified **CELTA from London,U.K.**
- A Course in French at **C.E.B.P. Paris, France.**
- A Course in Italian from **Parola School of Languages, Florence,Italy.**
- A Course in Spanish from **Escuela de Lengua Espagnola, Estepona, Spain.**

- A Course on Teaching Training from **College of Technology, Saudi Arabia.**
- B.Ed from University of Kashmir with First Division.
- Post-graduate Diploma in linguistics from AMU Aligarh with First Division.
- Pursuing Post-graduate Diploma in Journalism and Mass Communication from IGNOU.

OTHER QUALIFICATIONS:

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

CAREER HISTORY

Technical and Vocational Training Corporation, Kingdom of Saudi Arabia

College of Technology Al Majmaah

ENGLISH TRAINER April 2016 - August 2019.

- 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.
- 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.

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 over natural settings.

PERSONAL DETAILS:

Name : Aadil Zeffer Sofi.

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

DECLARATION:

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

Dated:October, 2019.