

SADAF GULL

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SUMMARY:

- 16 years of professional experience in education management in capacity of ESL Trainer (on-site/online), subject specialist and coordinator.
- Proof reading the professional documents.
- Developing content for English Language Skills,
- Seasoned ESL trainer grooming the students in General and Business English.
- Providing IELTS and personality development trainings.
- Served as subject specialist English guiding peers with provision of model lessons, training sessions, and guidance on CPD.
- Teacher of English at secondary and higher secondary levels.
- Mentor, coach, consultant and career advisor to all students at school.

QUALIFICATION:

- Bachelor of Education (2002-2003), B. Z. U. Multan, Pakistan.
- Master of Arts in English Literature (1999-2001), B.Z.U. Multan, Pakistan.
- Bachelor of Arts (1997-1999), B.Z.U Multan, Pakistan
- IELTS: IDP DUBAI

WORK EXPERIENCE:

- English Language Specialist / Corporate Trainer /Content Developer / Proof Reader (Full time) IN AIMS-Akhil International Management Solutions Dubai, UAE since March 2021-Present.
- ESL Teacher / English Language Trainer (Full time) in Rolla Computer & Management Training Institute Dubai, UAE since June 2017-Februray 2021.
- ESL Teacher/English Language Trainer (Freelance) in Syscoms Information Technology Institute Dubai, UAE since April 2017-June 2017.
- English teacher (for levels 5-10) and Subject Coordinator (for levels 1-10) in Pakarab Public School (following British Curriculum) Pakarab Fertilizers Multan since August 2005-March 2017.
- English teacher of levels 1-10 in Al- Hudda Public School Multan since January 2004- July 2005.

SKILLS:

- Ability to teach and train students from different cultural backgrounds
- Ability to prepare specialized assignments and exercises for teaching the students English language
- Ability to motivate the students to converse in English language and provide them guidance to improve their writing, reading, listening and speaking skills
- Ability to prepare lesson plans and audio-visual aids as per the curriculum prescribed for the students

English Language Specialist /Corporate Trainer /Proofreader /Content Developer (Full Time) (March 2021- Present)

Handling works such as:

- **General English:** Focusing on all four language skills: Listening, Speaking, Reading, Writing at Beginners, Intermediate and Advanced level.
- **Business English:** Focusing on all four language skills: Listening, Speaking, Reading, Writing at advanced level.
- **Proof reading;** Official documents, Business writings.
- **Content Development:** English language Programmes.

ESL Teacher / English Language Trainer (Full Time) (June 2017-Februray 2021)

Conducted Courses (Online / On-site) such as:

- **General English:** Focusing on all four language skills: Listening, Speaking, Reading, Writing at Beginners, Intermediate and Advanced level.
- **Business English:** Focusing on all four language skills: Listening, Speaking, Reading, Writing at advanced level.
- **IELTS:** General / Academic: Training all four language skills: Listening, Speaking, Reading, Writing.
- **Personality Development:** Focusing on Listening, Speaking, Creative Writing, Grammar, Reading, Comprehension, moral based lectures & videos.
- **Secretarial Management:** Focusing on teaching Qualities, Skills, Duties ,Ways of Communication, Organizational Structure ,Quality Customer Services ,Meetings, Appointments, Travel Arrangements, Maintenance of Records, Notes, Drafts, Emails, Letters.
- **Interview Preparation:** Preparing for all type of Interviews, such as Receptionist, Admin, Secretary, HR, Supervisor, Coordinator.

ESL Teacher / English Language Trainer (Freelance) (April 2017- June 2017)

Taught General English (focusing on all four language skills: Listening, Speaking, Reading, Writing) to:

- Beginners
- Intermediate
- Advanced

Subject Coordinator (January 2013- December 2014)

- Conducted model lessons (English) as subject specialist (English).
- Conducted training sessions to guide teachers regarding new teaching methodologies.
- Maintained continuity of work operations by supervising documentation and communication needed to admin staff.
- Provided guidance and support to teachers in preparing lesson plans and made time tables, planning and assigning substitutions, directing teachers for improvements.
- Lead the role for organizing curricular activities (Quiz, Debate, Spelling competitions).

English Teacher (August 2005-February 2017)

- Taught English to secondary and higher secondary students
- Designed, wrote and utilized lesson plans conforming to school curriculum
- Implemented instructional and learning materials and equipment
- Counselor, Advisor, Coach, Mentor, Consultant to all students, Career Coordinator and Counselor to Student, English Education Teacher to students: Coursework and Grading Analysis and Management.
- New Student Orientation Presenter and Facilitator
- Transcript Analysis, Individual Career Analysis, Development, Guidance and Support, Research, Discover, Inform, Educate Students of Career Trends
- Liaised between Students, Parents, Staff, Management, Administration

TRAININGS & ACHIEVEMENTS:

- Oxford Progressive English Workshop on 25 May,2007, organized by Oxford University Press Multan, Pakistan
- Let's Learn Language Arts Workshop on 23 August 2007, organized by Paramount Publishing Enterprise Multan, Pakistan
- Certificate of Merit for outstanding efforts in IKLC Contest 2015 – Pak Arab Public School, Multan.

COMPUTER SKILLS

- MS Word, MS Excel, MS Power Point, MS Outlook, Internet

SOFT SKILLS

- Communication: Written & Oral
- Time Management
- Conflict Management
- Leadership & Motivational skills
- Problem solving

PERSONAL INFORMATION:

Visa Status : Visit Visa
Nationality : Pakistani
Languages : English, Urdu, Hindi (Verbal), Arabic (Read/Write)
Marital Status : Single
Date of Birth : 28-10-1980

REFERENCE:

Will be provided on demand.

DECLARATION:

I solemnly declare that all the above information is correct to the best of my knowledge and belief.