



KHALID M. MOMTAZ

Teaching English as a Second Language (ESL)

Mobile# +966-554611632

khaledmomtazz@gmail.com

EDUCATION

Suez Canal University, - 1985-1989
Faculty Of English Literature and
Grammar,(ESL)

Certifications

- 1- Certificate of Completion Project Management Foundations.
- 2- Certificate of Completion_Cert Prep PMI Agile Certified Practitioner PMIACP
- 3- Customer Service Foundations.

PERSONNEL SKILLS

- Effective leadership to manage people and resources.
- Excellent verbal and written communication.
- Critical thinking skills that result in effective problem solving.
- Innovative solutions to identified areas needing improvement.
- Detail-oriented work habits and strong organizational behaviors.
- Proficiency with current technology and software applications.

Punctual

- Creative & productive.
- A positive attitude and outlook

WORK NEEDED SKILLS

Technical:

Expert with Microsoft Office, PowerPoint presentation, data entry and outlook.

Languages:

Fluent in English: (Speaking, writing, and reading).

PROFILE

A highly passionate, Qualified, hardworking and resourceful English teacher specialized on ESL teaching, with 3 years of teaching experience in a government school, seeks a permanent English teaching position, to build a long-term career as a school teacher in a position that offers opportunities for career growth, and to keep up with cutting-edge teaching technologies

. Experience:

Teaching English as a Second Language (ESL)

Al-Nasr secondary school – North Sinai – Egypt

Duties And Responsibilities:

- Prepare classroom and course materials
- Assign homework and exams
- Grade students' assessments
- Research new teaching methods for teaching English as a second language
- Create a supportive and positive classroom environment
- Maintain records of student attendance and grades
- Resolve crises in classroom
- Inform parents about student progress
- Collaborate with educational staff to provide a positive learning experience to students

Dr. Erfan & Bagedo General Hospital – Jeddah

* Senior medical insurance policies & contracts Supervisor

Jun 1992 – June 2021

- Implement all CCHI guidelines and regulations with fast updates to HIS,
- Administrate all insurance TOB and contracts (new & renewed).

Dr. Khalid Edrees Specialized Medical Center

* Revenue cycle Management Supervisor

June 2021 - Recent

Supervising the revenue cycle department in various duties, such as account management, claims submissions and re-submission,