**Arif Y. Patel**

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**CERTIFIED ESL /TEFL/TESOL TEACHER /CIE Teacher**

**Trained IBDP/CIE teacher** eager to resume full-time teaching career (currently working as **a senior language teacher** in **TSI(**T. SINGAPORE INTERNATIONALE SCHOOL) Offer a proven track record of commended performance teaching English Language in ,**A & AS** level **IGCSE** and **IBDP**, **SPECIAL NEED EDUCATION TEACHING** with a passion for education and an unwavering commitment to optimizing student and school success. provide educational leadership.

**Experience**

Freelancing English language trainer

Online training and teaching

December 2020 – till date

* Language training courses
* **IELTS/TOEFL/PTE/DUO-LINGO/CELPIP/GRAMMAR/CORPORATE TRAINING**

Senior English Teacher

**P.P.SAVANI INTERNATIONAL SCHOOL**

June 2019 – till date

* **Teaching IGCSE (First Language English, Global Perspective)**
* **Teaching AS & A levels (English Language)**

Senior Language Teacher

**TSI(THE SINGAPORE INTERNATIONALE SCHOOL) GANDHINAGAR**

March 2017 – April 2019

**Core Duties**

|  |  |
| --- | --- |
| *— Creative Lesson Planning*  *— Curriculum Development*  *— Instructional Best Practices*  *— Classroom Management & Discipline* | *— Standardised Testing / Scoring*  *— Learner Assessment*  *— Experiential Learning*  *— Non native speakers of English language / ESL/EFL* |

* **Teaching IGCSE (First Language English, Global Perspective)**
* **Teaching AS & A levels (English Language)**
* **IBDP (English Language and Literature)**

Vice Principal

[**Aatman International school**](http://www.aatmaninternationalschool.org/) **(Ahmedabad)**

November 2016- March 2017

* Hiring, evaluating, and providing training to teachers and staff
* Ensuring and managing smooth operations of the school
* Taking a tour of the school and inspecting security and other important necessities
* Directing and guiding teachers in preparing curriculum
* Ensuring school activities are run according to state and federal laws for education
* Planning and implementing budget for the school
* Monitoring academic development and growth of the students

January 2014to September 2016

**Calorx Olive International School, Ahmedabad**

**IB Teacher (MYP,DP),** 1/14 to 9/16

**A&AS level** 1/15to9/16

**Igcse Teacher (6-10),** 1/14 to 9/16

**ESL Teacher ,** 1/14 to 9/16

Hired as a full-time teacher/ trainer following student teaching English Language and Literature as well as ESL training , instructing all academic subject areas to classrooms.

*Key Contributions*

* Conducted soft skill and grooming sessions weekly basis for students and teachers.
* Provided effective content development and intensive training to non native Korean, Indonesian and Japanese peers.
* Earned high marks for the quality and creativity of classroom teaching, lesson plans and instructional materials used in teaching diverse subjects (e.g., language arts, mathematics, science, social studies and history).
* Developed innovative approaches that were repeatedly held up as the model standard for meeting district goals in areas including technology integration across the curriculum, experiential learning, literacy and diversity.
* Taught general education students as well as individuals with learning challenges and special needs within a mainstreamed, inclusive classroom.
* Consistently commended for ability to redirect students exhibiting behavior problems by replacing disruptive, unproductive patterns with positive behaviors. As a result, selected to lead district-wide in-service on classroom management.
* Actively served on a variety of school committees and task forces focused on curriculum development, textbook review, fundraising and anti-bullying efforts.
* Established positive relationships with students, parents, fellow teachers and school administrators/staff.
* Quickly became a “first-to-call” resource in current teaching role, typically working four days per week. Personally requested by many full-time teachers to take over their classrooms during absences.
* **CORPORATE TRAINING**

**Worked as a Freelance IELTS/TOEFL/English language Trainer(ESL Methodology)**

▪ Plan, create and execute training programs and techniques to territory coordinators and associates.

▪ Analyze training needs and facilitate both workshops and training programs for the sales force.

▪ Implement tracking mechanisms to analyze the results of workshops and training programs.

▪ Coordinate with Corporate sales training department and serve as resource for the field force on various topics such as product, work-site marketing, enrollment training, and automation

▪ Compile statistics, evaluate data, form conclusion and present recommendation to management.

▪ Participate in territory meetings, trade shows, territory activities, special events and seminars.

▪ Keep apprised of technical product knowledge, sales techniques and marketing trends.

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**From Jan – 2012**

* Freelance ELT consultant (work has included teaching, teacher training, materials writing, presenting and management) at NILE, Successfully completed Training projects in AVIATION,HOSPITALITY, ALL MAJOR EAP AND ESP. Managed development and delivery of approximately 290 classroom sessions, 290 webinars, and 20,000 e-learning module completions per year. Conducted numerous e-learning engagements (via WebEx) for up to forty attendees with excellent results.

**From Sep – 2011 till Nov-2015**

**I have been working and facilitated following organizations as a consulting corporate/soft skill trainer with following clients.**

* **IIRMA EDUCATION (Gandhinagar)**
* **Frankfinn Institute Of Air Hostess Training**
* **Orion Edutech ( Ahmedabad)**
* **Westbound Education (Ahmedabad-Hyderabad)**
* **E-tech (Gandhinagar)**

**Teacher of English as a Foreign Language (TEFL) in a Business or Computer-related Business**

Teaching intensive super-intensive courses such as IELTS,TOEFL,GMAT,GRE,TOIEC AND ESOL at all levels and in all areas of English languages skill-- as well as teaching culture at all levels from elementary on up. Carrying out and developing evaluations, editing organization-created course books, texts, and teaching material. (In addition, evaluating handbooks and other institutional material.) Evaluating tests and carrying out cooperative endeavours, such as team teaching.

**From Sep – 2010 till Aug-2011**

* **Matlivala Public School (Bharuch)**

**Training Project Manager**

Manage staff of seven Training Professionals responsible for assessing training needs, and designing and delivering training solutions that produced measurable results to the employees and organization.

**From Apr – 2010 till Aug-2010**

**E-Tech- Infocity ,Gandhinagar- BMP campaign**

**Training & Development Manager**

Responsible for assessing training needs, and designing and delivering training solutions that produced measurable results to the employees and organization. Developed project plan.  Conducted needs analysis.  Designed and developed all training materials.

**From Apr – 2009 till Mar-2010**

**Westbound Educational Services**

**Worked as a Regional Coordinator (Nationwide)**

Westbound Educational Services help aspiring students satisfy their educational needs to study in the United Kingdom by providing education counselling, assistance in visa processing .

**Roles and Responsibilities:**

* Counselled applicants and family members to help them understand the associated benefits.
* Trained different Area managers, Branch managers and Marketing managers, ensuring them they derive best results.
* Associated with all major British Universities in cultural exchange programs
* Keep network with public and private colleges and university.
* Done other duties as assigned.
* Responsible to complete appropriate training procedures.
* Responsible to manage admission process including determination of appropriateness of candidate.
* Responsible to communicate with managers for compilation of various targets.

**From July – 2008 to Mar-2009**

  EUROPEAN UNION COMMISION(NATIONWIDE-UK)

**March 2007 – June 2008**

        **TESCO STORES(OXFORD)**

I have worked as a checkout operator customer service assistant and promoted as Training Manager for a massive retail chain in UK. Where my job role was customer oriented.

**\* Travel to various branches throughout the area to lead new  
employee orientations and provide training on new bank products,  
services, and technical systems.  
\* Lead classroom and on-the-job training on topics including  
customer service expectations; technical system applications;  
corporate procedures; industry, state, and federal laws/regulations;  
and sales techniques.  
\* Developed a product knowledge test system and supervised the  
testing process.  
\* Observe staff performance and make determinations for additional  
training to improve skill levels in specific areas.  
\* Meet with other training specialists to create new ideas for  
designing more effective sales training programs and processes to  
improve employee retention and understanding of information.**

**Sep-2005 till Mar2007**

 **Halifax Bank of Scotland (Administrative Assistant) Retail operations and savings.**

**Working with 15 members of team achieving standard level of tax search.**

Duties: Issuing interest and tax certificates, issuing tax information to customer on request and for the tax year, making outbound calls to customers if necessary, dealing with head office in Leeds, fixed the customer bank amount for 1,2,3,4 years into DISIA and direct reward, transfer deseed customers account into the bereavement, GS investors, tax free savings and tax free search, also various others admin. Duties include faxing, sending letters and photocopying etc.

* Accountable for completing sales objectives and general quality of service.
* Perform sales and marketing calls to reserve meetings with prospective clients.
* Sent follow-up marketing materials and build follow-up calls/monthly until relationship is recognized.
* Call and face-to-face visit prospective, new and presented customers to assist new business.
* Carry out client presentations expressing the value plan of products, solutions, and service offering.
* Direct efforts to develop customer experience at the point of sales.
* Handle product sales increase, individual sales efficiency and account bases by assessments sales activity plan.
* Very creative marketing and excellent use of the resources like social networking websites and online web-directory as well online bid.
* Assertive marketing as well as cold calling, negotiation with the client once agree to be on the same page. Work as a bridge between technical members such as designers and programmers and clients. Always happy to help and gives the best customer service.
* Detailed and basic knowledge of web applications, server hosting.
* Understanding client's requirements and sending proposals with appropriate solution. Chatting with clients on messengers and telephonic talk with them if required.   
  Project price estimation, quote, talking with clients and closure.   
  Follow up on bid placed projects and reply to all clients inquiries.   
  Ensuring continuous repeated business from existing clients through proper client management and intimating the existing clients about new website/ software developed by company.

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**Education & Credentials**

**Education:**

B.com- Osmania University (Year 2002-2005)

P.G. Diploma in Business Administration (London) Year 2007

TEACH ENGLISH AS A FOREIGN LANGUAGE (**TEFL certification**) U.S.A

Diploma in Teachers training- Tesol

Diploma in Advanced Tesol teaching

Designated **TEFL** teacher/trainer. Year 2010

**British National Diploma** - Conflict Resolution

Level 2 and 3, **Ed-excel BTECH(certification)**