**Resume**

**PERSONAL DETAILS**

**Name :** Saran Enkhzaya

**Address :** Ulaanbaatar, 1s district.

**Mobile Number**

**:** Mongolia +97694249538

**Email :** [saranenkhzaya1@gmail.com](mailto:saranenkhzaya1@gmail.com)

**Date of Birth *:*** *29 MAR 1995*

**Age *:*** *23 years old.*

**Nationality *:*** *Mongolian*

**OBJECTIVES**

* To find a challenging position to meet my competencies, capabilities, skills, education and experience, to expose the actual practice of the industry and to get a hands on experience in the area of my studies.
* To gain a solid foundation in the teaching field together to gain experience and improvement in my teaching skills at fast growing English centers and schools.

**EDUCATION BACKGROUND**

* **Infrastructure University Kuala Lumpur, Malaysia**

**Bachelor of Business Administration (Hons)**

* **Raffles International Institute, Mongolia**

**Advanced diploma in Business Management**

* **International TEFL and TESOL Training (ITTT): 120- hour TEFL course.**
* **International TEFL and TESOL Training (ITTT): English for young learners’ course.**

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**Work Experience**

* **September 2018 to the current date.**

*Primary English teacher and International Business teacher for AS level at Ulaanbaatar Elite International School.*

Responsibilities:

* Prepare lesson plans and term plans for all the lessons.
* Prepare report cards for the primary students.
* Prepare exam papers for each term and quizzes throughout the term.
* Arrange trips.
* Follow Cambridge curriculum for primary students.

# September 2016 – August 2018

*General English teacher for all ESL levels at (Prince Language Centre) Kuala Lumpur, Malaysia*

Responsibilities:

* Teach all students’ levels (Starter, Beginner, Elementary, Pre-Intermediate, Intermediate, Upper-Intermediate and advanced).
* Prepare exams, quizzes and daily worksheets.
* Prepare class schedules and attendance lists.
* Arrange field trips.
* Organize cultural events, drama and story-telling competitions.

# May 2016- August 2016

*English teacher for young children at Indigo kids’ kindergarten*

Responsibilities:

* Design and follow a full schedule of activities and discover suitable teaching material.
* Provide basic care and caregiving activities.
* Use a wide range of teaching methods (stories, media, indoor or outdoor games, drawing etc.) to enhance the child’s abilities.
* Evaluate children’s performance to make sure they are on the right learning track.
* Identify behavioral problems and determine the right course of action.

# October 2016 to the current date

*Private tutoring, Kuala Lumpur, Malaysia*

Responsibilities:

* Work with students to improve their skills in certain subjects.
* Prepare lessons, and assign and correct homework.
* Prepare and correct tests.
* Evaluate students' progress and discuss the results with students and/or their parents.
* Identify students' individual learning needs.

**SKILLS PROFILE**

**Computer programs**

* + Microsoft Office (Word, Excel, Access, PowerPoint, FrontPage, & Outlook)

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| **Language** | **Proficiency Level** | |
| **Written** | **Spoken** |
| **English & Arabic** | Excellent | Excellent |

**Personal Skills**

* + - High sense of responsibility.
* Works well under pressure.
* On time target achievement.
* High efficiency at teamwork.
* Good at dealing with people from different cultures
* Good listener and observant