**APURVA SHARMA**

**Email:** apurva.sag@gmail.com **Phone: (M)** +91 9999673419

**Career Recital**

To join an organisation which has earned an excellent reputation among the students and parents where I would apply my skills and the best work practices to attain excellent career growth.

**Profile At A Glance**

* Tremendous teaching experience and wide exposure to different aspects of the job profile
* **Profound knowledge of English language and ability to teach the language to students of all age groups.**
* Excellent communication and written skills as well as ability to explain the text.
* Uncommon teaching aptitude and a great affection for all related job duties.
* Undergone formal training of IELTS ,PTE , TOEFL and BUSINESS ENGLISH TRAINER.
* Great concern regarding the students’ difficulties, both academic as well as personal.
* A great problem solving attitude and ability to counsel students in overcoming their educational obstacles.
* Perfect knowledge of all the modern teaching aids and ability to apply them effectively.
* Proficiency in computer handling and web browsing.

**Trainings / Seminars/Awards/EXTRA CURRICULAR**

* **Undergone 1 month Media training in Punjab Kesari, as an intern in Reporting Department.**
* **Undergone 2 months Media training in Mahua Media Private Lmt. in Production Department.**
* **Given speech on Personality Development at EDUBLAST held on 13th December, 2015 by Academy of British English.**
* **Attended 8 hours workshop for the TOEFL iBT Test from ETS Propell on 23rd May, 2016.**
* **Attended 8 hours workshop of Pearson Test of English on 28th September, 2016.**
* **Attended 8 hours workshop of IELTS (International English Language Testing System) by British Council on 9th March,2017.**
* **Attended 8 hours Advance workshop of Pearson Test of English on 8th April,2017.**
* **Undergone formal training of Business English Teacher Training course from British Council, Mumbai, started from 7th September’2018 to 9th September’2018.**

**Professional Contour**

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| **ORGANIZATION** | **DESIGNATION** | **DURATION** |
| **Academy of British English** | Chinese, English, IELTS and Personality Development Trainer | May 2014 – May 2016 |
| ***Edusky*** | IELTS and PTE trainer | August 2016-August, 2017 |
| ***Instagyan*** | IELTS and PTE TRAINER | AUGUST’2017- MARCH’2018 |
| ***IAE GLOBAL EDUNET PVT LTD.*** | IELTS and PTE TRAINER | APRIL’2018- till now |

***ENGLISH AND CHINESE TRAINER***

* Delivering scheduled lectures to the assigned classes.
* Arranging periodic performance evaluation tests and providing detailed feedbacks about areas of improvement
* Accomplishing regular classroom debates and discussions to raise the students interests and understandings of the subject
* Counseling students for English, Personality Development, Chinese and IELTS as per their academic needs.

***IELTS AND PTE TRAINER***

* To deliver instructions in IELTS and General English covering the four skills: writing, speaking, listening and reading
* To conduct ongoing diagnostic formative and summative assessment and provide individual feedback on the appropriateness of teaching strategies
* To provide professional development training workshops and language training skills.

**Projects Handled**

* **Prepared a Chinese language book for the students to make it easier for them to learn.**
* **Prepared various types of English language tests to enhance the performance of the students.**

**Academia**

* **BJMC from Guru Gobind Singh Indarprastha University with 79% in 2012.**
* **Diploma in Chinese language from BhartiyaVidyaBhawan with First Division in 2014.**
* **Diploma in multimedia plus Z-Brush and Web designing from DICS, Raja Garden in 2011.**
* **Senior Secondary Examination from SarvodyaKanyaVidyalya, Delhi with 77% in   the year 2009.**
* **Secondary Examination from The Adarsh School, Delhi with 54% in the year 2007.**

**PERSONAL SKILLS**

* **Comprehensive problem solving abilities, Ability to deal diplomatically**
* **Ability to lead a group and the get the best output.**
* **Quick learner and always up to learn new things.**
* **Excellent verbal & written communication skills**
* **Smart worker and amiable**
* **Possess a strong determination and punctual at work.**

**Personal Vitae**

Name : **Apurva Sharma**

Father’s Name: **Mr. Surinder Sharma**

Date of Birth: **13th,Dec 1991**

Permanent Address**: 3069, Rani bagh, Pitampura**

**110034**