

TO WHOM IT MAY CONCERN

I believe in opportunities that will offer me the challenges that my education and life experience have prepared me to handle on professional basis.

During my experience years, I have participated in several extracurricular activities related to my field of experience and education.

Moreover, I had experience in managing, organizing, and operating for events which allowed me to coordinate and supervise various daily business activities.

I have had the chance to work in a variety of settings which made it easy for me to adapt to the different situations and environments. My current and former employers have recognized me as a hard, perseverant worker who enjoyed difficult tasks because they bring about my potential.

I am a highly motivated, dedicated and organized person with good analytical skills. In addition to that, my technical computer skills are an added value to the level of efficiency, productivity and professionalism that will be added to my profile.

Finally, to discuss further how my qualification can meet your needs, I am available at any time you may wish to contact me on my personal numbers listed in my resume.

In this connection, please find attached my resume for your perusal.

Thanking you for your time and consideration.

Sincerely,

Iman Hassan El-Maoula

Iman H. El-Maoula
Saudi Arabia / Riyadh
Mobile: 0503884927
Email: Iman88.elmoula@hotmail.com

Curriculum Vitae

IMAN H. EL-MAOULA

Iman H. El-Maoula
Saudi Arabia / Riyadh
Mobile: 0503884927

E-mail: iman88.elmoula@hotmail.com

OBJECTIVE

To supply quality education to students. To build a long career as a tutor in an exceedingly position that provides opportunities for career growth, and to stay up with stylish teaching technologies.

PERSONAL PROFILE

A well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well-presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems. Hardworking who thrives at the chance of learning skills. Always like to get the task that I have been given in a professional way.

WORK EXPERIENCE

- One year in the Al Jami'ah schools as a (KG) English Teacher - Saudi Arabia, Riyadh.
 - Three Years in Al Oruba International school as an English and Social Teacher for (Grade 4) - Saudi Arabia, Riyadh.
 - Three years in Kingdom Schools as an English Teacher for (grade 1 to 6) - Saudi Arabia, Riyadh.
 - Private teacher - Saudi Arabia, Riyadh & Lebanon, Zahle
 - Six years in Al Hussan International School as a Homeroom Teacher - Saudi Arabia, Khubar.
 - Four years in AUS (American Universal School) - Lebanon, Zahle
 - Two years in Lycée National School as an English Teacher.
 - One Year in Seed Bound Company as an Operation Assistant.
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ACADEMIC QUALIFICATION

- Certificate in TOYC teachers Got Talent
- Workshop in British Council for ELTPN (English language teaching professional network)
- Teachers of Technical English and ESP

- Bringing course books to life
- Bringing a story to life
- Process writing
- English for Business
- Linguistic and Grammar
- Two years French in CFS (Center Franco – Saoudien)
- Studied in American University of Culture and Education Bachelor of Arts English Language.

PERSONAL SKILLS

- Good listener
- Able to work individually or in a team
- Adaptable to new situation
- Problem solving
- Excellent communication skills
- Willing to learn and take on new tasks
- Good timekeeper
- Patient while working

PERSONAL SKILLS

MS Office, Power point, Excel, Internet and Computer Applications, Photoshop (beginner) and Moviemaker (beginner)

LANGUAGES

Arabic (Mother language) – English (Fluent Spoken and Written) – Little of French language

INTERESTS AND HOBBIES

Social Media, Music, Teaching, Reading and Sports

REFERENCES

Available upon request
