

CONTACT

- India
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PERSONAL DETAILS

- Date of Birth: 01/11/1999
- Gender: Female
- Passport Number: X7198083
- Passport Expiry: 24/04/2033

EDUCATION

- Master of Business Administration (MBA)
  University of Kerala, IMK College, India
- Bachelor of Business Administration (BBA)
  University of Kerala,
  National Collegeof Arts and Science, India

CORE COMPETENCIES

- Curriculum& LessonDesign
- Conversational Language Coaching
- Activity-Based Learning / ESL / EFL
- Classroom Management
- Student Progress Evaluation
- Parent-Teacher Collaboration
- Educational Webinars & Workshops
- Public Speaking & Clear Pronunciation
- Confidence Building & Empathetic Mentoring
- Cross-Cultural Empathy
- Task Prioritization

LANGUAGES

- English:Fluent
  (Professional Working Proficiency)
- Malayalam: Native
- Tamil: Fluent
- Hindi: Basic
- Arabic: Basic

CERTIFICATION

- Business Analyticsfor Management
  Decision — NPTEL, 2023.
- Foundations of English Language Teaching
  Open-access professional training coursework
- EF SET — English Proficiency Test: C2
- **120 Hours International Diploma in TEFL in English**

SAJNI. A

ESLTEACHER

Communication Trainer

PROFESSIONAL SUMMARY

Articulate and dedicated Educator holding an MBA, with a proven background in conversational English instruction, curriculum adaptation, and professional peer training. Adept at translating complex language mechanics into simple, engaging, and practical lessons for diverse learners, while facilitating workshops, supporting student engagement, and delivering clear, confidence-building communication training. Seeking to leverage strong instructional delivery and cross-cultural communication strengths into a rewarding English teaching role.

WORK EXPERIENCE

Time Training Center Abu Dhabi

English Teacher February 2025 · December 2025

· Provided onlineESL (Englishasa Second Language) instruction to UAE students across different age groups and proficiency levels.
· Delivered engaging and practical English lessons tailored to learners· individual language needs and proficiency levels.
· Supported students in developing their conversational English, communication skills, pronunciation, and confidence through interactive online sessions.

Allianz Services

Language&CorporateCommunications Trainer June 2023 · January 2025

· Handled end-to-end communication training for 10+ new team members, reducing onboarding time by 30% through structured verbal coaching and live call shadowing.
· Managed 100+ daily high-stakes international spoken interactions, maintaining an exceptional 95%+ quality and satisfaction score for clear articulation.
· Resolved 30+ complex cases weekly by coordinating with operations and management teams, applying precise problem-solving and critical listening skills.
· Honored with the “Best Performer – OSKAR Recognition” and “Smart Board Topper” awards six times eachin 2024 for unparalleled excellencein communication metrics.

English Wizard Coaching Centre, Trivandrum

English Teacher April 2021 · March 2023

· Formulated and executed interactive spoken English lesson plans tailored specifically to enhance the verbal skills of young students.
· Delivered ESL training through interactive lessons focused on grammar, vocabulary, pronunciation, and everyday communication.
· Pioneered engaging, conversational learning techniques that transformed complex grammar into simple, practical, and conversational daily exercises.
· Coordinated parent-teacher conferences to deliver structured progress reports, aligning home support with student academic goals.

TECHNICAL & DIGITAL SKILLS

· Virtual Classroom Software: Zoom, Google Meet, Microsoft Teams.
· Interactive Learning Aids: PowerPoint presentation design, interactive quizzing tools, visual slideshow delivery
· AdministrativeM anagement:CRMdatainput,digital progress logging, organized lesson scheduling.

INTERPERSONAL & SOFT SKILLS

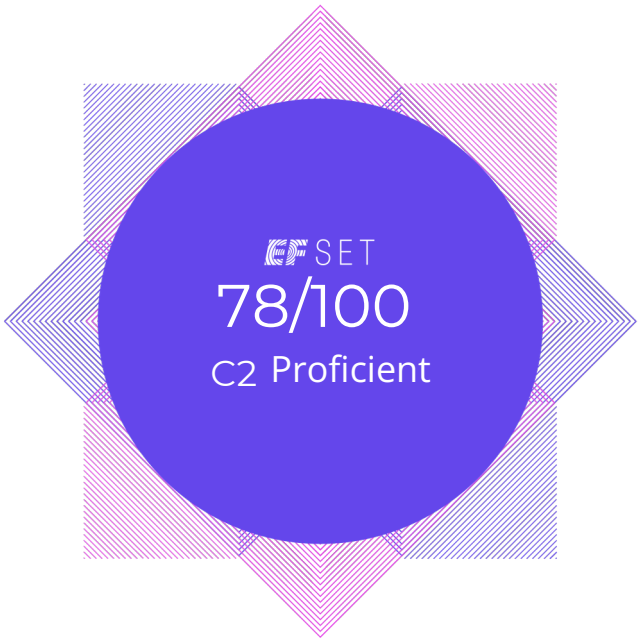
· Vocal Delivery & Clarity: Articulate public speaking, active listening, clear pronunciation.
· Student Empowerment: Confidence building, empathetic mentoring, patience under pressure.
· Dynamic Problem Solving: Peer conflict resolution, adaptable presentation delivery, cross-cultural empathy.
· Instructional Leadership: Handled end-to-end communication training for 10+ new team members.

EF SET

English Certificate

Sajni A

has successfully completedthe EFSET Certificateand has earned level:



✓ Reading ✓ Listening ✓ Writing ✓ Speaking

Awarded on:09 Aug 2026

Understanding the results

EF SET	0-20	21-30	3 1- 40	41- 5 0	5 1- 60	61-70	71-100
CEFR	A0 Novice	A1 Beginner	A2 Elementary	B1 Intermediate	B2 Upper Intermediate	C1 Advanced	C2 Procient

The achieved level is 78/100 on the EF SET score scale and C2 Pro cient according to the Common European Framework of Reference (CEFR). The EF SET score is calculated as an average of the skill section scores.

Reading	Listening	Writing	Speaking
92	71	79	69
C2 Procient	C2 Procient	C2 Procient	C1 Advanced

cert.efset.org/VyDwF6