

AALIA HASSAN

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+91 700-388-3534

West Bengal, India

TEFL TEACHER

Dedicated and enthusiastic TEFL (Teaching English as a Foreign Language) teacher with a passion for facilitating language acquisition. Committed to creating engaging and dynamic learning environments tailored to diverse student needs.

Seeking opportunities to contribute positively to the growth and development of students while continuously expanding personal expertise in TEFL instruction.

EDUCATION

TESOL/TEFL CERTIFICATION

Asian College of Teachers | 2024

BACHELOR OF ARTS IN ENGLISH HONOURS

University of Calcutta | 2018 - 2021

DIPLOMA IN PROFESSIONAL ARABIC

Jamia Hamdard University | 2023-2024

CERTIFICATE IN BUSINESS COMMUNICATIONS

HP Online Certifications | 2021

ISC (CLASS XII) | 2017

Commerce | Auxilium Convent School, Bandel

LANGUAGE

English (Fluent)

Hindi (Fluent)

Bengali (Conversational)

Arabic (Beginner)

Japanese (Beginner)

EXPERIENCE

LITTLE FLOWER SCHOOL | April 2023- Mar 2024

Communication Manager

- Responsible for external communication- both verbal and written- with students and their guardians
- Wrote, edited, proofread, and reviewed different documents, texts, emails, notices etc.
- Responsible for internal communication- establishing organizational messages and keeping staff informed of developments

English Mentor | Freelance | Mar 2024 - Present

- Taught english to beginner to advanced level students
- Employed creative media to facilitate learning (slideshows, audio, video, images etc.
- Clarified doubts and provided suggestions and encouragement for improvement
- Assigned and corrected homework
- Maintained attendance reports
- Responsible for verbal and written communication with students

FREELANCE

Content Writer Feb 2021- Mar2024

- Brand naming : Helped name medications for pharma company
- Provided landing page content for an online test services company, highlighting Features, Benefits
- Wrote blogs for a healthcare startup company.
- Content Writer at Writers Next Door- Responsible for writing finance and banking related articles and copies as per provided keywords.
- Resume Writer- Developed and published professional resumes, cover letters and online profiles.
- Utilized exceptional writing, editing and proofreading skills to produce unique, professional and error-free content.
- Proofread information to correct spelling, punctuation and grammar.

INTERNSHIP

Sub-Editor | Galvanize Entrayn Education Technologies | Dec 2020-Sept 2021

- Determined readiness of written pieces, made changes and approved final versions for publication.
- Prepared, rewrote and edited pieces to improve readability and impact.
- Reviewed documents for grammar, spelling, punctuation, syntax, accuracy and compliance with quality standards.
- Communicated directly with concerned students to collaboratively assess work and guide editorial improvements.

SKILLS

- Teaching
- Virtual Online Teaching (VOLT)
- Language teaching methodologies
- Lesson planning
- Classroom management
- Technology integration
- Interpersonal communication
- Time management
- Problem solving
- Organization
- MS Word
- MS PowerPoint
- Canva
- Google Slides
- Google Doc
- Creativity
- Research
- SEO
- Editing
- Proofreading

INTERESTS

- Learning languages
 - Reading
 - Writing
 - Travelling
 - Drawing
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