

SARANG SAXENA

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PROFILE SUMMARY

- A passionate **Teacher/Trainer/Facilitator** with **more than ten years** of progressive experience in the field of Teaching and Training.
- Energetic team player
- Supportive and helping attitude in order to achieve the desired result.
- Well-built ability to take decisions in-dependently.
- Outstanding communication & interpersonal skills well suited to a demanding environment requiring leadership and multiple tasks.

SKILLS

- English Facilitator
- Public speaking
- Business Development
- Trainees Motivation
- Soft Skill development
- Compassionate & leadership
- Presentation Skills Development
- Task Oriented
- Sound Communication skills

TECHNICAL SKILLS

- MS Office
- Internet
- Audio-Video Editing
- Smart Board.

WORK EXPERIENCE

DATA International School, Urgench, Uzbekistan.
English Teacher.

Oct 2024-Present

- Teach English to the students of Grade 2 to Grade 8.
- Improve Speaking, Reading, Writing, and Listening.
- Hand holding weaker students.
- Special English Labs.

Acharya University, KARAKUL, UZBEKISTAN
English Lecturer (Dept. of English)

Oct2023-June24

Primary

- Organizing classroom lectures and course works.
- Creating course material.
- Designing lesson plans.
- Identifying students with special requirements and create individualized lesson plans.
- Determining exams and assignment grades.
- Providing feedback.

- Keeping a record of student's attendance and grades.
- Researching new language teaching methods.
- Managing classroom crisis and conflicts.
- Inform parents about their children performance.
- Collaborate with teaching staff and administrators to foster a good student experience.
- Assigning homework's and interesting exercises.
- Designing and implementing classroom activities.
- Teaching important English rules (Reading, Writing, Listening, & Speaking in English) to the student of Uzbekistan, through interesting and diverse teaching methods.
- Facilitating the administration staff in English Writing, Listening, Reading & Speaking Skills.
- Hand- Holding the Students from very basic/beginning level.
- Meeting the objectives of the organization by using modern adults teaching methodologies and pedagogies.
- Created a supportive learning Environment.
- Mentored the students through MENTOR and MENTEE meetings.

Dr Reddy's Foundation.

Jul 2022- August 2023

Primary

- Imparted training to the aspirants of different age and background.
- Gave trainings for **Communicative English**.
- Gave trainings for **Soft skills** and **Interview skills**.
- Ensured that aspirants learn and acquire the skills.
- Took feedback from the aspirants after the training got completed.
- Responsible for **attendance** of the aspirants.
- Conducted **8-9 Mock interviews** in every batch.
- Conducted **PTM(Parents Teachers Meeting)**.
- Responsible for proper engagement of the aspirants in the class.

Secondary

- Took part in placements of the aspirants.

Vestige Mkt Pvt Ltd, Delhi, India

Jun 2012 - 2022

Primary

- Developed network of almost **1000 distributors** in different territories.
- Trained **soft skills**
- Effective **presentation skills training**.
- Objection's handling training
- Business building presentations/product presentations and demonstrations
- Leadership development training
- New product launch event

Other Responsibilities

- Hosting events at different scales as Master of the ceremony
- Creating PPTs
- Volunteering events
- Training need analysis
- Evaluating performance of distributors
- Promoting events
- Organizing and coordinating events at small and large scales

Accomplishments

- Achieved the tasks allotted
- Appreciations and Promotions
- Implemented the skills set and developed a sound team
- Trained and executed effective teaching programs to build a strong mindset

Almoe Digital Solutions, Delhi, India

Jan 2011 - Dec 2012

Key Accounts Executive

- Maintained relationships with esteemed clients.
- Demonstrations of the products
- Generating sales

TRAINING/WORKSHOPS ATTENDED

- Dale Carnegies- How to sale like a pro.
- Train the Trainer
- Millionaire Mindset

EDUCATION

- Professional Doctorate in Education, Asian College of Teachers (Pursuing), **EIU(European International University, Paris, France)**.
- Post Graduate Diploma in Management with 1st Class from **AIIMA**, India - 2011
- Bachelor in Computer Application (B.C.A) with 1st Class from **Ch. Charan Singh University**, India – 2009
- Intermediate from ALMA MATER Sr Sec School Bareilly- 2005
- Matriculation From Christ the King High School Tundla-2003

CERTIFICATIONS

- Master Trainer Program-Teaching, Training & Developing Professionals from **Asian College of Teachers**
- Professional Post Graduate Diploma in Train the Trainer with Learning and Development from **Asian College of Teachers**
- **Teachers**
- TEFL/TESOL from **Asian College of Teachers**

HOBBIES

- Traveling
- Exploring places, food, culture, festivals, rituals, history.
- Cooking
- Learning new skills

D.O.B

04-03-1987

Introductory Video Link

https://drive.google.com/file/d/1rKI-7iRr8beuciLTzr9MCps2SuZ6THLc/view?usp=drive_link

