

**Zeeshan A. Khalid**

*ITIL Foundation Certified*

B.S.B.A (MIS), Central Michigan University

**Dean's List:** Spring 96, Fall 01

EMBA (Marketing), Preston University

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DOB: May 22, 1977

Passport No.: AQ4115302

## Profile Summary

Personable native English speaker with 10+ years' teaching expertise in standardized courses like the IELTS, TOEFL iBT, GMAT (Verbal), GRE (Verbal), SAT I (Verbal), TESL & ESL/ESOL, and also O'Levels English Language. I excel at identifying the learning gaps in the English ability of students and addressing those to help them achieve the desired test results. I have a talent for passing on unique tips & English learning techniques that not only enable students to do well in their designated test/exam but also introduces them to a way of enhancing their English Language skills through constant learning effort.

## Director/Head of Faculty (English)

### Easy Coaching Learning Center

<https://www.easycoaching.co>

- GMAT (Verbal) training, GRE (Verbal) training
- SAT I (Verbal) training
- IELTS (General & Academic),
- TOEFL iBT training,
- Creative Writing
- CSS English Essay Writing
- O'Levels English Language & Literature
- Spoken English
- Soft Skills;
  - *Business Communication*
  - *Time Management*
  - *Stress Relief*
  - *Conflict Resolution*
  - *Time Management*
  - *Leadership Skills*
  - *Email Writing*
  - *Call Center Training*

## English Tutor – Faculty Head

### The X-Effective Learning & Preparatory Center

April 2011 – September 2017

- GMAT (Verbal) training, GRE (Verbal) training
- SAT I (Verbal) training
- IELTS (General & Academic),
- TOEFL iBT training,
- ESOL (Listening/Reading/Writing/Speaking)
- Verbal English Enhancement

### **English Tutor – Faculty Head**

#### **Nasreen Kayani Foundation for Advancement of Computer Technology**

April 2010 - April 2011

- Call Center training for MNCs (BPO).
- ESL for college students and professionals.
- Developed and coordinated the IELTS training program.
- TOEFL, GMAT (Verbal), GRE (Verbal) training, SAT I (Verbal).

### **Business Communication Consultant**

#### **SSI Decisions**

September 2010 -October 2010

- Employee engagement workshop to refine, polish, and enhance English skills.
- Presentation Skills Training.
- Public Speaking Training.
- Social interchanges in the English Language.
- Evaluation of employee progress.
- Overall assessment with regular feedback.

### **Communication Coach – English Language (verbal)**

#### **University of Engineering & Technology**

July 2010 -August 2010

- Fluency in the English Language.
- Communication & Behavioral training for students.
- General etiquette & social interchanges in the English Language.
- Speech writing
- Presentation skills training
- Essay writing
- Public Speaking
- Evaluation of progress with regular feedback.

### **Senior Training Consultant**

#### **CureMD Corporation**

August 2009 -April 2010

December 2011 – December 2013

- Moderated English Language workshops for employees.
- Delivered Webinars about Healthcare IT standards.
- Leadership Skills workshops (Learning & Development Center).
- Time Management workshops (Learning & Development Center).
- Conflict Resolution workshops (Learning & Development Center).
- Stress Management workshops (Learning & Development Center).
- Voice-over recordings for the e-learning Center.

## **Teaching Assistant for Freshman Composition (ENG 101)**

**Department of English Language**

**Central Michigan University, USA**

Fall 1999

- Assisting the Dean of the English Language Department with grading essays written by college Freshmen
- Grading mentioned essays for grammatical inaccuracies, usage of expression, idiomatic phraseology, formal written English

## **Education**

### **Preston University, Lahore**

MBA, Marketing, 2007 - 2008

### **Central Michigan University, USA**

B.S.B.A, Management Information Systems, 1995 - 2002

### **St. Mary's Catholic High School, Dubai, UAE**

A' Levels, Activities and Societies: Debating Club

### **English Medium School, Dubai, UAE**

O'Levels, Activities and Societies: Public Declamation, Public Speaking, Debate Club, Elocution

## **Dean's List**

Central Michigan University May 1996

## **Dean's List**

Central Michigan University Dec 2001

## **Achievements**

- Essay Writing Champion (Provincial & Federal); HEC Independence Day writing competition
- United Nations University global essay writing contest – Honorable mention
- Self-published book of short stories & memoir blogs; (<https://www.facebook.com/Chip.of.the.Desert/>)

## **References**

- **Muhammad Aurangzeb**, Director, X-Effective Learning Institute, 95-A CMA Colony, Near Sherpao Bridge, Lahore Cantt
- **Sumbal Salim**, Communication Department Head, University of Engineering & Technology
- **Muhammad Iqbal**, Physics Faculty Head, NKFACT College, Main Ferozepur Road, Model Town, Lahore