

Curriculum Vitae

SHARMIN RAHMATULLAH

Contact

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Profile

With an education background in ELT and teaching / training experience for over 8 years in different levels (primary, secondary, tertiary & corporate), I have a fair knowledge of using different teaching methodologies in a mixed classroom, implementing a range of interesting materials and engaging student activities. Having enriched my knowledge following completion of CELTA (June 2016), I am well aware of better class management and more student-oriented lessons. I give my students the space to feel comfortable in class and interact as much as possible, providing them with the scope to learn through observations, analysis and synthesis. As a facilitator, I encourage my learners to think critically and emerge with their own opinions about a particular subject. I am a 'Teacher' who shows the students where to look, but do not tell them what to see.

I am well-meaning, hardworking and a determined individual. I am sincere with my work and try my best to be organized in what I do. Being a keen listener and a quick learner, I very easily adjust myself to any new environment and get accustomed to my work.

I seek a position within a professional environment where my skills, knowledge and expertise can be further honed and utilized in academia.

Job Experience

- senior Instructor on Language & Composition (August 2020 -- Present), **Access Academy, Asian University for Women, Bangladesh**
- Instructor of Reading Across the Disciplines (August 2017 – July 2020), **Access Academy, Asian University for Women, Bangladesh**
- English Language Instructor (August 2016 – August 2017), **Pre-Access Academy (Pathways for Promise), Asian University for Women, Bangladesh**
- Curriculum designer for English Language Proficiency Course (ELPC) for undergraduate students of a leading university in Dhaka (July 2018), through **Progress Consultancy Ltd.**
- Training Consultant (December 2014 – Present), **Progress Consultancy Ltd. Bangladesh**
- IELTS Teacher (October 2016 – March 2018), **The British Council, Bangladesh**
- Lecturer (May 2015 – May 2016), **BRAC Institute of Languages (BIL), BRAC University, Bangladesh**

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□ ESL Instructor (July 2014 – November 2014), **LEA (London English Academy), Malaysia**

English Teacher (September 2012-April 2013), **Sir John Wilson School, Bangladesh**

Teaching Assistant (September 2011 – September 2012), **BRAC Institute of Languages (BIL), BRAC University, Bangladesh**

Education Qualification

August 2011 to April 2013

- Masters in ELT
- East West University, Dhaka, Bangladesh
- Result: CGPA-3.44

May 2007 to August 2011

- Bachelors in English
- Major in English Literature
- East West University, Dhaka, Bangladesh
- Result: CGPA-3.38

January 2007

- A level, Private Candidate, Dhaka, Bangladesh
- Subjects: Chemistry, Mathematics
- Result: GPA-2

May 2000

- O level
- Sunbeams School, Dhaka, Bangladesh
- Subjects: English Language, Bengali, Biology, Chemistry, Mathematics, Geography.
- Result: GPA-3.67

Professional Qualifications, Workshops/Trainings & Voluntary Involvements

Professional Qualification: CELTA QCF Level 5 English Language Teaching Qualification, University of Cambridge, June 2016

Workshop:

❖ **Trainer / Facilitator:**

- Continuous Professional Development (CPD) sessions in Pre-Access Academy & Access Academy, AUW

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- Teaching and Learning Forum (TLF) based on 'Classroom Problems', AUW
- Training Learners (undergraduate students) to work as teachers in Education Cell, Pre-Access Academy, AUW

❖ **Trainee:**

- Teaching Learning Center (TLC), BRAC University. January 2-5, 2012. This workshop enhances the teaching abilities of a teacher, taking into view the different criterion & styles of teaching, thinking critically about conducting classes & also teaches teachers how to become more involved and caring towards students.

Volunteer:

- 5th BELTA International Conference 2011, "Learning English In A Changing World, Global Perspectives & Local Concepts", 2011.
- 3rd International Conference, "Empire and English Studies: Pedagogy and Activism Now", Department of English, East West University, Dhaka, Bangladesh, 2009.
- Editorial Assistant for the Brochure, 2nd International Conference, Department of English, East West University, Dhaka, Bangladesh, 2008.

Hosted the "Convocation 2011", East West University, Dhaka, Bangladesh, 2011.

Directed a small-scale drama for a drama show for the course Elizabethan and Restoration Drama, Department of English, East West University, Dhaka, Bangladesh, 2009.

Hosted the "Freshers' Reception Ceremony of English Department", East West University, Dhaka, Bangladesh, 2009.

Personal Information

Name : Sharmin Rahmatullah
Present Address : Flat # 1501, Building # A-11, Japan Garden City, Mohammadpur, Dhaka- 1207, Bangladesh
Date of Birth : March 6th, 1985
Religion : Islam
Nationality : Bangladeshi

Language Proficiency : English- Excellent in reading, writing and speaking.
Bengali- Excellent in reading, writing and speaking.

Computer skills : Proficient in operating

- Microsoft Office

Hobbies and Interests

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Reading
Photography
Movie, Media, Theatre
Travelling
Music
Nature and Environment

Reference

Mirza Beg

Former English Project Manager
British Council Bangladesh
CELTA Certified Trainer and Adviser
Progress, 20/8 Mannan Villa, Block C, Dhaka
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