

Tehzeeb Karim

- ~ Creative
- ~ Collaborative
- ~ Hard-working
- ~ Resilient ('can do')

Phone: +8801835449465

Email: tehzeebk1984@gmail.com

Linkedin: <https://www.linkedin.com/in/TehzeebK>

Languages and interests:

English: Native/Bi lingual Arabic: Conversational
 Bangla: Native Hindi: Conversational

Interests: Education, Business, Sports,
 Technology, Music, Nature, Travel

I also promote an active and healthy lifestyle on:
<https://www.youtube.com/@TehzeebKarim.Online>

**Teaching and training experience: 20 + years:**

Type of learners: Different nationalities; Professionals; students, teenagers, young-learners.

Courses and trainings conducted: Corporate training, staff training, teacher-training, IELTS Preparation, Business English, General English, Academic English, Teacher-training, Secondary- O Levels (Business, Economics, English, Mathematics, Science). Curriculums followed: Cambridge, Edexcel, Singapore, Australian, Canadian (Ontario)

I have 20+ years of experience teaching, training and learning-design and 1000+completed hours of professional training in management, teaching, training, coaching and supporting young-learners. I've worked in senior teaching roles, and have taught at the Dhaka centres of Macquarie University ELC and the British Council. I speak 4 languages, and have taught learners of over 20 different nationalities, which includes young learners, teenagers, university students and adults from a wide spectrum of professional backgrounds. In my teaching/training roles, I have interviewed and trained teachers and sales-staff, designed and conducted courses, and have contributed in course-marketing and materials preparation. In non-teaching roles, I have worked in marketing, admin, HR, cash and inventory management and MIS. I have also designed and delivered staff-training programmes focusing on Business English, communication skills and information management.

I have completed a range of academic and professional qualifications in the fields of of (i) Business and Management (ii) Research and Data, (iii) Training, Coaching, Mentoring and Leadership (iv) Sports and Sports Coaching (v) Brain Science (vi) Teaching, Education and Learning Design (vii) Supporting Young Learners (viii) English Language teaching **(See the full list of qualifications on the next page with links to view the certificates)**

[Letters and recommendations from past employers and trainers – Click to open](#)

Education – Click on a title to see the certificate**Post Graduate – QCF L7**

[University of Nottingham](#)
[PG module, Educational Leadership & Management](#)
 Subjects of concentration:
 Leadership theories, Distributed leadership, Teacher Leadership

Undergraduate – QCF L6

[University of Derby](#)
[BA \(Hons\) Business Studies](#)
 Subjects of concentration:
 Improving Business, Global Talent Mangement, Consumer Behaviour

Undergraduate – QCF L 4-5

[Pearson BTEC](#)
[QCF Level 5 Higher National Diploma in Business \(HRM specialisation\)](#)
 Subjects of concentration:
 HR, Management, Marketing

Higher Secondary – QCF Level 2-3

[A Levels: Physics, Chemistry, Pure Mathematics with Mechanics](#)
[O-Levels: Maths-B, Pure Maths, Physics, Chemistry, Accounting, English Language, Bangla](#)

[High-school sports and extra curricular activities - Click to open](#)

Academic Essays – (click on a title to open) :

- [A comparative case study of teacher leadership Research Assignment for a Post-graduate module at the University of Nottingham - Mar 1, 2015](#)
- [Language and Thought - Research Assignment for a Post-graduate module at the BRAC Institute of Modern Languages - 4 July, 2015](#)
- [Bottom-Up Listening Skills for Upper Intermediate Learners. IH Bangkok \(LS Assignment for Cambridge DELTA course\) - May 4, 2016](#)
- [Connected Speech for Upper Intermediate Learners LS Assignment for the Cambridge DELTA course at IH Bangkok - Mar 28, 2016](#)
- [Coherence for Upper Intermediate Learners Coherence for Upper Intermediate Learners - LS Assignment for the Cambridge DELTA course at IH Bangkok - Apr 5, 2016](#)
- [A Task Based Lesson for upper intermediate learners - PDA \(EP\) assignment for the Cambridge DELTA course at IH Bangkok – April 23, 2016](#)

Tehzeeb Karim's Professional Training and Development - Click on a title to view the certificate

Business, Management and Digital Marketing

- [~ Edexcel BTEC Higher National Diploma in Business](#)
- [~ BA \(Hons\) in Business Studies, University of Derby](#)
- [~ Managing People: Engaging the Workforce- \(University of Reading\)](#)
- [~ The Secret Power of Brands – \(University of East Anglia\)](#)
- [~ Creativity and Innovation in Entrepreneurship – Coventry University](#)
- [~ Project Management Basics \(UC Irvine\)](#)
- [~ Operations Management - \(University of Pennsylvania\)](#)
- [~ Intro to Marketing - \(University of Pennsylvania\)](#)
- [~ Facebook Marketing-building business presence \(Coursera Projects\)](#)
- [~ Facebook Marketing- Organic marketing \(Coursera Projects\)](#)
- [~ Foundations of Digital Marketing and E-Commerce \(Google\)](#)
- [~ Digital Marketing – Attracting & Engaging Customers \(Google\)](#)
- [~ Digital Marketing– From Likes to Leads \(Google\)](#)
- [~ Digital Marketing– Email Marketing \(Google\)](#)
- [~ Digital Marketing– Analytics and Measurement \(Google\)](#)

Research and Data Skills

- [~ Understanding Research Methods – University of London](#)
- [~ Reasoning.Data Analysis & Writing Specialisation – Duke University](#)
- [~ Developing your research project – University of Southampton](#)

Training, Coaching, Mentoring and Leadership

- [~ Post grad.module \(15 ECTS\) – Edu-Leadership \(University of Nottingham\)](#)
- [~ Training Teachers \(Norwich Institute for Language Education\)](#)
- [~ Leadership & Edu-neuroscience \(Central Queensland University\)](#)
- [~ Coaching Teachers: Promoting Changes \(Match Education\)](#)
- [~ Positive Psychology: Resilience Skills \(University of Pennsylvania\)](#)

Sports and Sports Coaching

- [~ Exploring Sports Psychology – \(Open University\)](#)
- [~ Approaches to Sports Coaching – \(Open University\)](#)
- [~ Sports Performance – Training the body – \(Open University\)](#)
- [~ Sports and Exercise for Brain Health –\(Brain Health Scotland\)](#)
- [~ Intro to Sports, Health and Rehabilitation Sciences \(University of Hull\)](#)
- [~ Intro to Medical Science \(University of Colorado\)](#)
- [~ Designing a Diet and Exercise Programme \(University of Malaya\)](#)
- [~ Nutrition and Wellbeing \(University of Aberdeen\)](#)

Brain Science

- [Edu Neuroscience-Orientation-\(Central Queensland University\)](#)
- [Edu Neuroscience-Learning and Memory-\(Central Queensland University\)](#)
- [Edu Neuroscience-Neuroplasticity Myths-\(Central Queensland University\)](#)
- [Creative Brain- Teaching Creative Thinking - \(Central Queensland University\)](#)
- [The Neurobiology of Addiction- \(American Society of Addiction Medicine\)](#)

Teaching, Education and Learning Design

- [~ TKT3 - Managing the teaching and learning process \(Cambridge\)](#)
- [~ TKT2 - Lesson planning & the use of resources \(Cambridge\)](#)
- [~ Learning how to learn – mental tools \(UC San Diego\)](#)
- [~ Blended & Hybrid Learning Design in Higher Education \(Uni Nottingham\)](#)
- [~ Foundations of Virtual Instructions – 5 weeks online \(UC Irvine\)](#)
- [~ Advanced Virtual Instructional Strategies -\(UC Irvine\)](#)

Supporting Young Learners

- [~ Teaching Primary Learners Communicatively \(Cambridge\)](#)
- [~ Psychology of Children – \(University of Edinburgh\)](#)
- [~ Motivating Teens \(webinar – Cambridge\)](#)
- [~ Caring for vulnerable children \(University of Strathclyde\)](#)

English Language teaching

- [~ Cambridge DELTA Module 1 & 2 Preparation \(IH Bangkok\)](#)
- [~ Cambridge CELTA \(Undergrad ECTS 10\) \(Cambridge\)](#)
- [~ Teaching English Online \(Cambridge\)](#)
- [~ TKT 1 – Background to Language Learning & Teaching \(Cambridge\)](#)
- [~ Grammar for Teachers \(Cambridge\)](#)
- [~ Teaching IELTS \(Cambridge\)](#)
- [~ Teaching Business English \(TEFL UK\)](#)
- [~ Dyslexia and language teaching \(Lancaster University\)](#)

Professional Experience

Self-employed Teacher, Trainer and Academic Consultant

Oct 2022 – Present ; This role involves:

- ~ Teaching IELTS Preparation
- ~ Online Tutoring (Business, English, Science, Mathematics)
- ~ Curriculum and instructional design,
- ~ Digital Marketing, Content writing and Sales
- ~ Cross cultural communication

Academic Manager and Senior trainer

FutureEd English Language Centre

Jun 2023 – Jan 2024 ; This role involved:

- ~ Teaching and Training
- ~ Teacher recruitment, on-boarding and training
- ~ Curriculum and instructional design
- ~ Assisting in Marketing and Sales
- ~ Improving the overall academic quality of courses and tests

Online Tutor at Edulyte.com

Dec 2022 – Present : This role involves:

- ~ Designing courses
- ~ Conducting live video lessons
- ~ providing feedback to the support team to improve the platform

Premium Teacher at Dikkha Online

April 2022 – Present ; This role involves:

- ~ Online Tutoring (Business Studies, Science, Mathematics)
- ~ Teaching secondary learners of different curriculums (Cambridge IGCSE, Singapore-Cambridge, Ontario, Australian)

Senior Teacher and Trainer at FutureEd English Language Centre

June 2014 – May 2016 ; This role involved:

- ~ Designing and piloting new courses
- ~ Conducting INSETT training sessions
- ~ Teaching the different courses running at the centre

Part time English Language Teacher at Wings English Language Centre

January 2014 – June 2014

This role involved teaching IELTS preparation courses

Senior English Teacher at Singapore School

January 2014 – May 2014 ; This role involved:

- ~ Designing and assisting in development of resources, assessments and curriculum for secondary English
- ~ Teaching English Language and Literature for classes 5-9
- ~ Making long term, weekly and daily plans

Part-time English Language Teacher at FutureEd ELC

January 2014 – May 2014 ;

English Language Teacher at Macquarie University ELC.Dhaka centre

May 2013 – November 2013 ; This role involved:

- ~ Teaching the four modules of IELTS using the courses run by Macquarie University ELC.
- ~ Teaching 25-30 hours per week
- ~ Conducting and assessing writing and speaking tasks with students, and providing detailed feedback
- Preparing supplementary resources
- Preparing and coordinating monthly timetables
- Interviewing and training new teachers
- Training student counsellors and other staff
- Liaising with the off-shore Academic Coordinator and marketing team of MQ ELC Sydney.

Part time English Language Teacher at Wings English Language Centre

December 2012 – April 2013

This role involved teaching IELTS preparation courses

Part time trainer and consultant at Renaissance Hospital

June 2012 – April 2013

This role involved:

- ~ Preparing plans for efficient management of information
- ~ Preparing Human Resource Development plans
- ~ Training MIS departments staff on IT, communication skills and customer care
- ~ Working closely with the accounts and preparing daily income and expenditure statements
- ~ Working at the cash counter which involved billing and handling customers

Part time English Language teacher at British Council Teaching Centre

August 2011 – December 2012 ; This role involved:

- ~ Teaching Business English , IELTS preparation and General English courses
- ~ Teaching corporate sessions
- ~ Teaching different age levels - adults, young adults and young learners (SYL and JYL)
- ~ Conducting IELTS workshops
- ~ Conducting placement interviews
- ~ Holding end-of-term counselling sessions
- ~ Contributing in course planning and preparation of supplementary materials
- ~ Preparing student reports with recommendations
- ~ Attending in-house training sessions conducted by senior teachers

Self-Employed Tutor (English, Maths, science and Business)

August 2004 – May 2013 ; This role involved:

- ~ Teaching English, Accounting, Maths B, Pure Maths and Business Studies leading to O-levels
- ~ Making extensive use of educational websites and online tools
- ~ Created genuine interests in the learners to study and pursue a career in the subjects taught

Operations Manager at Umar's Collection Boutique

July 2008 – December 2009 ; This role involved:

- ~ Supervising and training the staff, communicating with suppliers and overseeing customer relations
- ~ Administering the construction and furnishing of the boutique with limited funds
- ~ Supervising the purchase and sales of 'stock-lot' and other ready made products
- ~ Planning creative marketing plans and designing promotional fliers
- ~ Arranging special Sales-events

Teacher at Lakehead Grammar School

August 2004 – March 2007 ; This role involved:

- ~ Teaching Maths, Science and English at the primary and secondary level.
- ~ Researching teaching resources to prepare detailed weekly plans of lessons
- ~ Serving as a class teacher which involved maintain detailed records and meeting deadlines

Senior Manager at Amader Khamar Farms

December 2003 – August 2004 ; This role involved:

- ~ Supervising the construction phase of the farm
- ~ Developing and maintaining computer based accounts and inventory records
- ~ Authorising the process of preparing salary statements and bills
- ~ Managing more than 50 employees with different backgrounds, religions and dialects

Teacher at ABC International School

November 2002 – February 2003 ; This role involved:

- ~ Teaching Maths, Science and English of classes 4-6
- ~ Serving as the class teacher of Class 6