



Gitanjali Sharma

TEFL Level 5 Certified | ESL Teacher | IELTS Trainer | Communication Skills Coach

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I am a degree-educated TEFL Level 5 Certified ESL Teacher Ofqual (UK) and recognized by Qualifi (UK) and DEAC (US) under the Approved Quality Curriculum (AQC) standards, English and IELTS/PTE Trainer, with nine years plus of dedicated experience empowering both young learners and adult students. Bursting with creativity, I craft stimulating lessons that inspire confidence and ignite a passion for language across writing, reading, listening, and speaking. My expertise in IELTS and PTE exam preparation, alongside my Teaching Business English certification ensures tailored, results-driven support for every learner. A collaborative team player, I communicate effortlessly with learners of all ages and cultural backgrounds. Mature yet vibrant, I bring a rich tapestry of interests from music performance to cultural exploration, that enliven my classroom. Above all, I love teaching English and remain unwaveringly committed to refining my craft and contributing to the success of every educational community I join.

TEFL QUALIFICATIONS

● **QUALIFI LEVEL 5 DIPLOMA IN TEACHING ENGLISH AS A FOREIGN LANGUAGE (168 HOURS) 2025** **- THE TEFL ACADEMY (OFQUAL REGULATED, DEAC APPROVED)**

- - Rigorous needs analysis & course design: Conduct learner profiling, set clear objectives, and tailor syllabi for A1-C2 proficiency levels
- - Advanced lesson planning: Map out scaffolded activities for vocabulary, grammar, pronunciation, and skills integration (reading, writing, listening, speaking)
- - Dynamic classroom management: Employ interactive techniques (pair-work, group tasks, TPR) and behaviour-management strategies to foster a positive learning environment
- - Materials development: Create engaging, original resources—worksheets, authentic texts, multimedia slides—for both in-person and blended settings
- - Assessment & feedback: Design formative and summative assessments; deliver targeted corrective feedback and progress reports
- - Reflective practice & professional growth: Use peer observation, self-evaluation, and action research to refine methodologies continually

● **TEACHING YOUNG LEARNERS (TEFL) 2025** **THE TEFL ACADEMY**

- Child-centred pedagogy: Develop age-appropriate lesson frameworks using play-based learning, storytelling, and Total Physical Response (TPR)
- Phonics & early literacy strategies: Introduce sound-letter correspondence, sight-word games, and interactive storybooks to build foundational reading and writing skills
- Motivation & engagement techniques: Plan songs, chants, crafts, and role-plays that captivate young minds and reinforce language through repetition and fun
- Classroom routines & behaviour management: Establish clear signals, routines, and positive reinforcement systems tailored to 4-12-year-olds

● **TEACHING BUSINESS ENGLISH (TEFL, CERT.TBE) 2025** **THE TEFL ACADEMY**

- Developed specialized skills for teaching English in professional and corporate environments.
- Gained expertise in lesson planning, needs analysis, and business communication training (emails, presentations, negotiations).
- Learned to tailor English lessons to different business sectors and professional client needs.
- Completed training in designing and delivering Business English courses for one-to-one and group settings.
- Achieved strong competence in assessing business learners' goals and tracking professional language development.
- Successfully passed online unit assessments and final assignment.

Over nine years, I've designed and delivered comprehensive English programs—crafting learner-focused materials and leading interactive workshops and one-on-one sessions that develop reading, writing, listening, and speaking skills. My adaptive, student-centered approach consistently fosters engagement, confidence and measurable language progress.

- **HEAD OF ENGLISH LANGUAGE – JAN 2023 –**
WORLD EDUCATION & IMMIGRATION CONSULTANTS SERVICES, HARYANA, INDIA FEB 2025
 - Designed and delivered IELTS and Communication Skills programs for 200+ learners annually across Listening, Reading, Writing, and Speaking modules.
 - Developed individualized lesson plans and performance-tracking tools, driving a 20% increase in average IELTS band scores.
 - Mentored and trained a team of 8 junior instructors, standardizing methodologies and elevating instructional quality.
 - Launched Business English and Young Learner offerings in collaboration with leadership, expanding course portfolio by 30%.
- **BUSINESS DEVELOPMENT MANAGER – JAN 2017 –**
POPKORNERY, INDIA DEC 2022
 - Managed all English-language communication, including professional content creation, social media strategy, and PR initiatives, boosting client engagement by 25%.
 - Conducted operational audits and implemented process improvements, enhancing cross-departmental efficiency by 15%.
 - Cultivated and maintained client relationships, supporting a sustained referral pipeline.
- **IELTS TRAINER & IMMIGRATION CONSULTANT – JAN 2016 –**
LINGUASOFT EDUTECH, CHANDIGARH, INDIA DEC 2016
 - Delivered targeted IELTS instruction, achieving an average band score improvement of +1 for individual and group learners.
 - Managed end-to-end visa and immigration processes for 100+ clients, ensuring 100% documentation compliance and timely submissions.
 - Developed assessment schedules and progress reports to maintain transparent communication with students and guardians.
- **ADMINISTRATIVE ASSISTANT COORDINATOR & IELTS TRAINER – FEB 2014 –**
BRITISH COUNSEL, CHANDIGARH, INDIA DEC 2015
 - Prepared and conducted IELTS exam preparation sessions using authentic materials and mock tests to enhance student performance.
 - Coordinated administrative functions for a 30-member academic team: attendance tracking, data management, and monthly reporting.
 - Liaised with parents/guardians to discuss progress and set collaborative learning goals.

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PUNJABI – Native Level