Saad Jamil

DATE OF BIRTH: 24-03-1996

Summary

I am a continuing student with educational background in computer science and information technology.

However, given my natural proclivity towards linguistics and behavioural sciences, I am opting for psychology and speech language pathology respectively as my higher degrees.

Experience

IELTS Instructor

Multi Science Academy – Dili, TL *Nov 2023 - Present*

- Helping Timorense students avail scholarship opportunities abroad
- Have a thorough understanding of the English language as well as the IELTS exam
- Conduct well-organised and structured classes with at least two hours of class time instruction per session, per day (Monday-Friday)
- Catch mistakes and correct them swiftly in accordance with the IELTS band descriptors
- Proven ability to work in ˍˍculturally and linguistically diverse contexts with the next generation – sometimes the underrepresented student population
- Provide well planned and organized instructions for all four (4) modules, namely (Listening, Reading, Writing and Speaking)
- Tailored and incorporated Swinburne Universitys' curriculum for Academic and Communication skills to help students develop their English language skills alongside rigorous IELTS preparation.

Manager

Tariq Traders, Unip.Lda – Dili, TL *Nov Present*

- Proven experience to ensure that the tailor shop is operating efficiently and effectively
- Manage and supervise the tailor shop staff, including hiring, training, and performance management
- Develop and implement sales and marketing strategies to increase revenue and customer base
- Oversee inventory management, including ordering and stocking materials and supplies
- Monitor financial performance, budgeting, and reporting to senior management
- Address customer complaints and concerns in a timely and professional manner
- Knowledge of fashion trends and customer preferences to make informed decisions
- Ability to work in a fast-paced environment and adapt to changes in the industry.

Education

Senior Secondary School Certificate (SSC)

Pine Hills Public School And College Abbottabad *Sep 2009 - 2011*
Subjects taken: Biology, Physics, Chemistry, English, Urdu, Islamiyat Compulsory, Pak Studies, Computer Science, Mathematics.

Higher Secondary School Certificate (HSSC)

Board Of Intermediate And Secondary Education Abbottabad
2014 - 2017
Subjects taken: Computer Science, Mathematics, Physics, English, Pak Studies, Islamiyat Compulsory.

Swinburne Foundation Studies (IT and Multimedia)

Swinburne University Of Technology Sarawak Campus *2019 - 2021*
Subjects taken: Introductory Mathematics, Mathematics For Computing, Programming, Fundamentals Of Web Technology, Academic and Communication Skills A-B, Information Technology, Innovation And Change, Multimedia.

IELTS Academic

Overall Band Score: 7.0 *Nov 2022*

Associate Degree In Psychology

Virtual University Of Pakistan *Sep 2023 - Present*
I am currently reading for this two year online degree program which conveniently allows me to fulfill both my familial and work related obligations.

Contact

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◎ Dili, Timor-Leste

in https://www.linkedin.com/in/saadjamil96

Skills

Tech savvy	●●●●○
Verbal and Written Communication	●●●●●
Leadership	●●●●●
Adaptability	●●●●●
Customer Service	●●●●●
Testing and Grading	●●●●○
Teaching and management	●●●●○

Languages

Urdu	●●●●●
Northern Hindko Language	●●●●●
English	●●●●●
Punjabi	●●●○○
Tetum	●●○○○