

## Trainer Eligibility Form

Date: 01-09-2019

Trainer: Mr. Mohamed Abdulla Mohamed

Course: General English - NCFE

Item	Description
1.0	<b>Qualifications</b> <ul style="list-style-type: none"><li>- Postgraduate Diploma: English Literature 2009</li><li>- University Of Bahrain</li><li>- BA in English Language 2006</li><li>- University of Bahrain</li><li>- Secondary School Certificate in Science 2002</li><li>- Hamad Town Secondary School</li></ul>
2.0	<b>Experience</b> <ul style="list-style-type: none"><li>- February 2007 to February 2018</li><li>- Ministry of Education</li><li>- English Teacher</li><li>- Teaching English language for adults learners in intermediate schools;</li><li>- Utilized multimedia strategies and technology to convey information in fresh and interesting ways.</li><li>- Planning, preparing and delivering lessons.</li><li>- Preparing teaching materials.</li><li>- Helping pupils improve their listening, speaking, reading and writing skills via individual and group sessions.</li><li>- Successfully improved student participation in the classroom through integration of creative role-playing exercises.</li><li>- Led interesting and diverse group activities to engage students in the material.</li><li>- Checking and assessing pupils' work.</li><li>- Organizing and running specialist courses.</li><li>- Worked with administrators on behavioral issues to support the needs of all</li></ul>

students.

- Cultivated relationships with parents for a complete support network.
- Met with parents to resolve conflicting educational priorities and issues.
- Collaborated with a team of faculty to develop after-school tutorial program for students in need of extra help.
- Developed and taught lessons on relevant children's books, poems, movies and themes to promote student interest.

### February 2010 to February 2013

Tylos HRD

English Teacher

- Teaching English language for Bahraini employees;
- Advising student on career issues.
- Organizing and delivering classroom lectures to students.
- Evaluating a students' class work and assignments.
- Preparing classroom and coursework materials, homework assignments, and handouts.
- General classroom management.
- Creating a vibrant teaching atmosphere for adult learners.

### January 2007 to January 2008

Al Waqt Newspaper

Journalist & Translator

- Working as a journalist at the Business Department with translation works for the newspaper;
- Reading through original material and rewrite it in the target language, ensuring that the meaning of the source text is retained.
- Using translation memory soft-wares to ensure consistency of translation within documents and help efficiency.
- Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used.
- Using appropriate software for presentation and delivery.
- Research legal, technical and scientific phraseology to find the correct translation.
- Liaise with clients to discuss any unclear points

- Proofread and edit final translated versions.
- Consult with experts in specialist areas.
- Retaining and developing knowledge on specialist areas of translation.
- Follow various translation-quality standards to ensure legal and ethical obligations to the common reader.

### 3.0 Training Competencies

- Microsoft Office (word, PowerPoint, Excel).
- Skilled interpreter and translator.
- Skilled multi-tasker.
- Highly organized.
- Deadline-driven.
- Television and print journalism.
- Team player.
- Blogging expert.

#### Interests:

- Reading stories, novels and newspapers.

#### Languages:

- Speaking, reading and writing of both Arabic and English.

#### Remarks

Experience is suitable to the Course