

# Bilal Khan

Tranier

Committed Trainer with superior interpersonal and analytical skills. Proficient in assessing the workplace, identifying areas for improvement and developing individualized training programs. Offering +05 years of experience in training. Dedicated to efficient presentations and budgeting materials with detail-oriented recordkeeping. Fantastic work ethic and ability to relate to participants without singling people out.

## Contact

### Address

Delhi, Delhi, 110053

### Phone

07011802387

### E-mail

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## Skills

Strong English language skills

English as a  
Second  
Language  
(ESL)



Language skills

Performance  
evaluation



Strength  
identification



Training  
methodologies



## Work History

2019-05 -

2020-06

### English Language Tranier

*Hindustan Times, Uttar Pradesh, Noida*

- Applied adult learning and performance expertise to assess behavioral and ability issues impacting work performance.
- Designed exams to test fluency in reading, writing, speaking and comprehension of English language.
- Worked one-on-one with students needing individualized attention and developed with special learning plans for struggling people.
- Developed teaching materials to supplement standard curriculum, enhancing learning concepts and promoting student engagement.
- Monitored comprehension of material among students and created re-teaching strategies to cover gaps in learning indicated by test scores and quizzes.
- Communicated with parents in person, by email and phone to apprise of student progress, challenges and behavior issues.
- Teamed with other faculty members and parents to outline IEPs for gifted, talented and special education students, addressing diverse teaching approaches for special learning requirements.

Diversity training	■■■■■
Handout creation	■■■■■
Employee training	■■■■■
Public speaking	■■■■■
Classroom expertise	■■■■■
Training material development	■■■■■
Program development	■■■■■
Time management	■■■■■

### Languages

English	■■■■■
Hindi	■■■■■
Urdu	■■■■■

2018-06 -  
2019-03

### Research Fellow

*Teach For India, Delhi, Delhi*

- Followed best practices and scientific protocol to reach defensible conclusions based on solid evidence.
- Verified course design and delivery complied with school quality guidelines and regulatory standards.
- Provided mentoring, gave advice on study skills and helped students with learning problems.
- Met with students to dispense study and career advice and provide guidance and potential opportunities within chosen field.
- Evaluated and supervised student activities and performance levels to provide reports on academic progress.

2015-04 -  
2018-05

### English Language Trainer

*Freedom English Academy, Delhi, Delhi*

- Employed visual and auditory approaches to make lessons more interesting and interactive for students.
- Challenged and engaged students through in-depth lectures, debates and discussions and literary subjects.
- Prepared and implemented lesson plans covering required course topics.
- Expanded student understanding of texts by spearheading in-depth discussions and assigning exploratory essays to help students articulate knowledge.
- Organized detailed list of resources to help students go beyond classroom environments and delve into topics of interest.
- Facilitated positive learning environment by using enthusiastic and energetic instructional strategies and consistent classroom management.

## Education

2015-06 -  
2017-08

**Masters : Political Science And  
Government**

*Indira Gandhi National Open University - Delhi*

2011-06 -  
2014-06

**Bachelor of Arts: English, History,  
Political Science**

*University Of Delhi - Delhi*

- Elected for Student's Union President in 2013-14
- Graduated in Top 90% of Class

2010-04 -  
2011-05

**High School: Humanities**

*Government Boys Ser.Sec.School - Delhi*

 **Interests**

Reading

Writing Poems

