



Ahmed AlChalati

Dubai, Warsan 4, Phase 2

+971-508-032-400

ahmadalchlati@gmail.com

<https://www.linkedin.com/in/ahmad-alchalati-09b68a118/>

RESIDENCY VISA AVAILABLE

A Decade of Experience Teaching Modern Standard English and Syrian Arabic. With more than ten years of experience, I specialize in teaching Modern Standard English and Syrian Arabic. My expertise includes exceptional skills in English grammar, writing, reading, speaking, pronunciation, vocabulary, accent reduction, and listening skills.

EDUCATIONAL BACKGROUND

Bachelor's Degree in Translation and Interpreting

Damascus University

Faculty of Arts, Open Learning

2011

Major Translation & Interpretation, English Language

TOFEL & TOEIC

From ALC

Damascus

2011

WORK EXPERIENCE

Freelance Translator | Damascus

Bilingual (Arabic and English) | General Work

2022 - Present

Private English Tutor | Freelance Teacher | Damascus

2015 - 2021

- Taught basic, intermediate, and advanced English skills, including reading, writing, and speaking.
- Taught grammar for all levels of education.

English Teacher

- **Al Saada Private Secondary School | Damascus**

2020 - 2023

- **Omar Bin Al-Kattab Private Elementary School | Damascus**

2016 - 2019

- **Daouhet Al Majd Private Elementary School | Damascus**

2014 - 2016

- **Dar Al-Farah Private KG School | Damascus**

2012 - 2014

- Taught secondary, elementary, and advanced English skills, including reading, writing, and speaking.
- Taught advanced English grammar, literature, and science in all life fields, such as the human body, nature, and animals.
- Planned and delivered lessons, evaluated student work, and assessed students' progress.
- Used gamification and visualization techniques.
- Taught students the correct pronunciation of words.



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WORK EXPERIENCE

Abbaseen Hospital | Damascus
Coordinator TL (Evening Shift)
2019 - 2022

- Communication with patients.
- Management and coordination of patient care.
- Administrative patient assistance.
- Work schedule design.

Abbaseen Hospital | Damascus
Medical Secretary (Evening Shift)
2018 - 2019

- Answering and directing calls.
- Message organization and distribution.
- Document and file organization.
- Greetings of business clients and guests.
- Financial information documentation.
- Meeting and conference scheduling.

Retail Sales

1- Optic 2000 | Damascus
2012 - 2015

2- Borgeh Chocolate | Damascus
2010 - 2012

3- Lee Chocolate | Damascus
2009 - 2010

- Sales of eyewear products and services to customers. Assistant store manager.
- Building strong and loyal clients.
- Assistant store manager. Strong client relations.

Al Zain Restaurants Chain | Damascus
Cashier
2007 - 2010

- Operation of cash registers, collection of monies, and handling of receipt issues.
- Daily communication with the accountant to ensure all cash registers have sufficient funds.
- Highlight relevant work experience, such as customer service and money handling.
- Showcase any cash register or point-of-sale (POS) systems you are familiar with.
- Demonstrate the ability to work quickly and accurately.

SKILLS & PROFICIENCIES

- Computer proficiency
- Proficient in Microsoft Office
- Native Arabic speaker
- Fluent in English, with ESL proficiency
- Translation ability
- Strong communication skills
- Interpersonal skills.