

Berghout Dhoha Khouloud

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batna ville, Batna, Algeria, 500 0

OBJECTIVE

Passionate English as a foreign language teacher with experience in curriculum development and inspiring students to excel. Reputation for being friendly, confident and calm, quickly establishes rapport with colleagues and students. Compassionate Teacher helping shape [Language] skills in students with dedication and continued support. Offers skills in relationship building, lesson planning and progress reporting. Creates quality lessons to engage students and promote learning. Customer-focused [Type] manager, successfully contributing to company profits by improving team efficiency and productivity. Skilled at effective negotiations and upselling techniques. Utilises excellent organisational skill to enhance efficiency and lead teams to achieve outstanding sales. Trustworthy [Job Title] with [Number] years of practical experience and dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines. Detail-orientated [Job Title] adept at making critical decisions, managing deadlines and conducting team reviews. With expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements. Motivated [Job Title] with [Number] years of progressive experience. Energetic self-starter and team builder. Navigates high-stress situations and achieves goals on time and under budget. Confident [Job Title] successful at increasing monthly revenue using insightful marketing strategies and aggressive product development. Skilled at understanding customer and employee requests and meeting needs. Furthers success by strengthening staff training, streamlining internal systems and facilitating sales techniques. Responsible [Job Title], passionate about delivering outstanding quality and service. Offering [Number] years of experience in industry with history of recognition for performance.

EDUCATION

Master degree in Language and culture Mustafa benboulid University • Batna, Algeria	Oct 2021 - Jun 2023
Bachelor's degree in english Mustafa benboulid • Batna, Algeria	Oct 2018 - Jul 2021
Bachelor's degree in literature and philosophy Abdel Majeed Abdel Samad High School • Batna	Sep 2016 - Jul 2018

SKILLS

- Language assessments
- Written exam coordinating
- Language curriculum development
- Coursework proofreading
- Class management
- Classroom crisis management

- Zoom teaching
- Teaching aid development
- Parent-teacher meetings
- Learning plan development
- Computer literacy
- Language lesson planning
- Student attendance monitoring
- Teaching strategy development
- Gamification
- Exam coordination

WORK EXPERIENCE

Chef Assistant

Oct 2022 - Oct 2023

rollat cuisine • Batna, Algeria

- Maintained kitchen stations in line with health and safety standards.
- Prepared dishes for serving by arranging plates as instructed by head chefs.
- Maintained excellent head chef relationships by providing proactive and helpful service.
- Prepared ingredients for cooking, completing tasks such as chopping vegetables, butchering meat or cleaning seafood.
- Suggested menu enhancements and additional menu items to head chef according to industry trends and customer requests.
- Disposed of unused food and waste into appropriate disposal systems.
- Prepared for busy periods by organising ingredients and restocking supplies in line with expected demand.
- Monitored temperatures in refrigerators, freezers and warming lamps.
- Followed recipes and customer request details to prepare high-quality, delicious meals.
- Supported chefs in managing food preparation to achieve high-quality, precise plating and presentation standards.
- Kept all utensils, dishes and glasses clean and ready for customer use.
- Used kitchen equipment according to manufacturer's instructions and company safety protocols.
- Helped prepare and plate dishes, adding condiments and garnishes to enhance presentation and meet quality standards.
- Packaged take-out orders and staged for pickup, monitoring workflow to reduce errors.
- Helped kitchen team prioritise and complete high-volume orders in busy restaurant environment.
- Managed kitchen cleaning duties to keep all areas and workstations organised, well-stocked and free from hazards.

Assistant

Sep 2021 - May 2023

MGDGRP • Batna, Algeria

- Greeted visitors and appropriately directed to designated areas.
- Supported staff with clerical tasks for well-maintained office administration.
- Observed set rules and regulations in completing duties, resulting in high-quality and standardised work.
- Completed work to agreed standards and specifications.

- Harnessed prioritisation, organisation and multi-tasking skills and tools in handling multiple tasks, amplifying productivity.
- Attended and captured meetings' minutes, utilising short-hand formats to record discussions and conclusions.
- Booked and paid for business travel and accommodation, communicating booking information to relevant staff.
- Screened incoming calls, inquiries and requests by taking messages and forwarding to relevant staff.
- Planned office events by reserving venues, communicating schedules and coordinating setup.
- Identified office equipment malfunctions and scheduled maintenance activities with repair teams to restore functionality.

Teacher of English as a Foreign Language

HOPGPR • Batna, Algeria

Nov 2019 - Aug 2022

- Developed and enforced classroom code of conduct to maintain order during lessons.
- Held regular verbal and written exams for students to examine learning development and assess difficulties.
- Maintained complete and accurate records of students' progress to comply with administrative requirements.
- Managed allotted learning time to maximise student achievement.
- Held regular verbal and written exams to evaluate learning development and assess difficulties.
- Invented poems, songs and rhymes to help students gain better understanding of English language.
- Taught students on best revision strategies to aid in passing IELTS, Cambridge First and other common examinations.
- Assisted admissions team in assessing English level of international applicants to establish areas needing improvement.
- Built extensive and long-lasting student relationships to create classroom environments conducive to learning.

LANGUAGES

1_English : C1 , 2_turkish :A2 , 3_French: B2 ,4_Arabic:C2