

Sur University College
Head of Foundation Department

<i>Name</i> Ms. Shanta Borkar	<i>Qualification/ Experience</i>	<i>Contact Number</i> 25542888 (Extension 46) <i>E-Mail Address</i> shanta@suc.edu.om
<p>1. <u>Degrees</u></p> <p>Advanced TESOL/TESL/TEFL Teacher Training Certification Oxford Seminars, Toronto, Ontario, Canada - Specialized in Teaching Business English (High Honors)</p> <p>Report Writing Course Certification – Excellent Rating International Language Centre (UK), Kuwait</p> <p>Test of English as a Banking Language (TOEBL) Certification Institute of Banking Studies, Kuwait TOEBL Certification – Awarded a Silver Medal</p> <p>Bachelor of Arts (B.A.) Degree (Honors) University of Bombay, Mumbai, India Major in Psychology & Minor in English Literature</p> <p>Bachelor of Law (LL.B.) Degree (Honors) University of Bombay, Mumbai, India</p>		<p>2008</p> <p>1989</p> <p>1989</p> <p>1976</p> <p>1979</p>
<p>2. <u>Academic Experience</u></p> <p>Head of Foundation Department, Sur University College, Sur, Sultanate of Oman Lecturer in English</p> <p>Teaching Business Communication in Centennial College, Toronto, Canada. Taught the advanced Business Communications course at the centennial College, Toronto, Canada in the summer of 2009, at their Centre for Continuing Education</p> <p>Teacher at the Toronto Public Library, Toronto, Canada Tutoring school children in language skills (grammar, vocabulary, pronunciation, comprehension, reading, listening, speaking and writing)and assisting with homework in all subjects</p>		<p>2009</p> <p>2007 - 2009</p> <p>2007 - 2009</p>

<p>TESL Instructor for Adults, Toronto, Canada In charge of the ESL Program teaching English as a Second Language to a class of 25 new immigrants to Canada (grammar, vocabulary, pronunciation, comprehension, reading, listening, speaking and writing)</p> <p>Private Tutor, Toronto, Canada Teaching English language skills to children of all ages, adults and seniors</p> <p>English for Financial Services Trainer Primerica and Investors Group & Private Tutor, Toronto, Canada Trained Financial Consultants in the use of Business English for presentations and seminars</p>	<p>2007 – 2009</p> <p>1999 – 2009</p> <p>2000 - 2009</p>
<p>3. <u>Administrative Experience</u></p> <p>Senior Administrator, Pizza Pizza Limited, Toronto, Canada Provided administrative and maintenance support services for 300 pizza store franchisees</p> <p>Technical Writer & Trainer, National Bank Kuwait, Kuwait Wrote the Standard Operating Procedures for the entire Bank and trained the Staff in the use of the new procedures with special emphasis on using English as a Banking Language (TOEBL)</p> <p>National Bank of Kuwait, Kuwait Performed a variety of roles as a Project Leader, Report Writer and Executive Assistant to CEO and Assistant General Manager</p>	<p>1998 – 2001</p> <p>1988 – 1997</p> <p>1984 - 1997</p>
<p>4. <u>Other</u></p> <p>Freelance Writer, Reporter, Editor & TV Commentator Researched and wrote articles for dailies and a weekly column on business topics Editor of Law Magazine, Government Law College, Mumbai, India Broadcasted cultural programs in English on Kuwait TV Volunteer Instructor with World Wildlife Fund for educational and environmental projects for adults and children that were broadcasted on national television in India</p> <p>Community Participation Canadian Diabetes Association, Executive Board Member, South Asian & North York Chapters REXDALE Community Health Centre – facilitated programs in controlling spread of SARS</p> <p>Languages Fluent in Hindi, Punjabi, Marathi, Gujarati, Urdu, Konkani and a working knowledge of French and Arabic</p> <p>Computer Skills Windows 95, 98, 2000, XP. Microsoft software (Word, PowerPoint, Excel) and Database Management</p> <p>Travels India, Middle East, Europe, United States and Canada</p> <p>Hobbies and interests Writing, Singing, reading, cooking (world cuisine), gardening, badminton and golf</p>	

--	--