

# APURVA SHARMA

IELTS CO-ORDINATOR

## PROFESSIONAL SUMMARY

A dedicated and experienced IELTS trainer with a strong passion for teaching and over 7 years of experience in tutoring. Skilled in managing and delivering training programs, curriculum development, and mentoring both students and trainers. Committed to enhancing skills and driving success in the education sector.

## CONTACT

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apurva.flyingshark@gmail.com

## HOBBIES

Reading

## EDUCATION

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**[DAV College, Jalandhar]**  
(2014 – 2017)  
B.Sc. Medical

## WORK EXPERIENCE

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**Flying Shark Services, Jalandhar, [IELTS Co-Ordinator and Manager]**  
2019 – 2024

- Managed the entire IELTS training program while teaching students and training new trainers.
- Designed and updated the IELTS curriculum to align with student needs.
- Planned and implemented tailored batches based on students' skill levels.

**Pyramid e-Services, Jalandhar Branch, [IELTS Trainer]**  
2018 – 2019

- Started as a speaking trainer and was promoted to IELTS Trainer.
- Conducted batches for all four IELTS modules with specialized sessions.
- Organized and participated in trainer sessions to exchange insights and improve teaching strategies.

**IDP, [Invigilator]**  
2016 – 2017

- Conducted IELTS exams in adherence to established protocols.

## SKILLS

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- Microsoft office
- Administrative Expertise
- Leadership and Team Management
- Communication Skills
- Organizational Skills
- Writing Skills