

SONIA ARIF

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EDUCATOR & TRAINING PROFESSIONAL

Teaching kids and adults: classroom teaching of English and Social Studies (Grades 6-8) and 13+ years designing and delivering structured learning programs across Kuwait.

PROFESSIONAL SUMMARY

Educator and learning professional with classroom teaching experience (English and Social Studies, Grades 6-8) and 13+ years designing, delivering, and evaluating structured learning for learners of all ages across Kuwait. Skilled in lesson planning, classroom management, interactive learning activities, and student assessment, with a warm, patient, learner-first approach refined over thousands of delivered teaching and training hours. Experienced in supporting mixed-ability, multicultural groups and building the confidence of every learner in the room.

TEACHING EXPERIENCE

School Teacher, English & Social Studies (Grades 6-8)

2007

Rumaithya School, Kuwait

- Prepared lesson plans and teaching materials before each class to ensure effective learning outcomes.
- Taught English language and Social Studies using interactive teaching methods.
- Created a friendly, positive classroom environment where students felt comfortable participating and expressing themselves.
- Managed classroom activities and engaged students through discussions, exercises, and practical learning activities.
- Monitored students' progress and provided guidance to improve their academic and personal development.
- Supported students' learning by understanding individual needs and building confidence through patience and communication.

Corporate Educator & Trainer, Adult Learners

2013 - 2024

M.H. Alshaya, Apparel Group & Seazen Group, Kuwait

- Prepared structured lessons and teaching materials covering communication skills, customer service, professional behaviour, and workplace practice.
- Delivered English communication lessons (professional speaking, written communication, workplace conversations) to multicultural adult learners.
- Conducted onboarding and induction classes for new employees from different countries, teaching workplace culture and local work practices.
- Ran assessments and evaluations after every course to measure understanding, retention, and readiness.
- Coached and mentored learners one-to-one through their transition period with continuous learning support.

PROFESSIONAL EXPERIENCE

Learning & Development Manager, TalentLink Agency

Jul 2024 - Present

- Design and deliver role-specific learning programs across sales, operations, and customer service, mapped to defined learning objectives.
- Launched a leadership development pipeline using 360-degree feedback and structured evaluation; 10 learners promoted into managerial roles.
- Built a real-time analytics dashboard tracking learning outcomes and progress across all programs.

Learning & Development Manager, Seazen Group

- Managed the end-to-end learning cycle: needs assessment, lesson and program design, delivery, and post-course evaluation.
- Facilitated workshops on emotional intelligence, conflict resolution, and strategic thinking for mixed-ability adult groups.
- Designed food safety, hygiene, and brand-standards curricula aligned to local regulations, reducing operational errors.

Learning & Development Manager, Student Hub

May 2018 - Aug 2022

- Taught and mentored fresh-graduate students entering their first jobs, training them on workplace skills, professional tools, and how to manage real work responsibilities.
- Designed structured lessons and learning paths for young learners still completing their studies, guiding them from classroom knowledge to confident on-the-job performance.
- Built a centralised learning portal giving students on-demand access to lessons and learning resources; modernised onboarding into a structured, evaluated learning journey.

Learning & Development Officer, Apparel Group

Dec 2016 - Apr 2018

- Taught customer service, sales, and technical skills across all retail stores and Tim Hortons outlets in Kuwait.
- Redesigned the induction program, shortening onboarding and improving new-hire readiness; introduced a post-training evaluation framework.

Learning & Development Coordinator, M.H. Alshaya

May 2013 - Nov 2016

- Delivered cross-divisional training focused on service quality; digitised teaching manuals into mobile-friendly e-learning modules.
- Conducted learner assessments and provided personalised development guidance.

HR Administrative Officer, Riva Fashion

Jan 2011 - Jan 2013

- HR administration, structured candidate screening, policy documentation, and automated management reporting.

TRAINING & TEACHING SKILLS

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| • Lesson Planning & Classroom Preparation | • Curriculum & Program Design |
| • Classroom Management | • Learning & Development Support |
| • Child-Friendly Teaching Approach | • Coaching & Mentoring |
| • Student Engagement Techniques | • Digital Learning Platforms (LMS / learning portals) |
| • Creating Interactive Learning Activities | • Communication & Interpersonal Skills |
| • Assessment & Progress Monitoring | • Multicultural Classroom Experience |

EDUCATION & LANGUAGES

- Bachelor of Business & Information Technology (BBIT), College of Information Technology, Pakistan
- Diploma in Computer Science, Al-Athary Al-Ahli Institute, Kuwait
- English: Proficient · Urdu: Native · Arabic: Basic
- Holds a valid Kuwait driving licence · References available upon request