

ABDUL MU'IZZ BIN MOHAMMED GHAZALI

ENGLISH LANGUAGE SPECIALIST | CURRICULUM DEVELOPER | EDTECH INNOVATOR

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PROFESSIONAL SUMMARY

Passionate educator with over 15 years of experience leveraging innovative edtech solutions to optimise learner outcomes across private and public education sectors. Former Ministry of Education (MOE) Officer with proven track record of over 90% year-on-year tuition student retention and recipient of three MOE Outstanding Contributions Awards. Specialised in PSLE/N-Level/O-Level Preparation and 21st Century Competencies integration.

CORE COMPETENCIES

- Curriculum Design & Development (MOE-Aligned Curriculum, PSLE/N-Level/O-Level Preparation)
- Educational Technology Integration (Google Classroom, Microsoft Teams, Zoom, Kahoot, Quizizz, Padlet)
- Primary & Secondary English Language Teaching (Paper 1, Paper 2, Paper 3, Paper 4)
- Learning Management Systems (Student Learning Space, Proprietary LMS Systems)
- Assessment & Analytics (Google Forms, Data-Driven Student Progress Tracking)
- Mentorship & Educator Training Programmes (Professional Development, Cluster-Wide Initiatives)
- MOE Operations & Policy Compliance (21st Century Competencies, Curriculum Standards)

PROFESSIONAL EXPERIENCE

Teacher & Curriculum Developer

Mavis Tutorial Centre

February 2025 - Present

- Develop curriculum materials for Primary & Secondary English programmes that meet MOE syllabus standards and support different learning abilities across PSLE/N-Level/O-Level Preparation courses
- Teach English Language classes to over 100 students across Primary & Secondary levels, focusing on Paper 1, Paper 2, Paper 3, and Paper 4 components using Google Classroom and interactive digital tools
- Conduct regular student progress reviews and parent consultations to provide feedback and recommend targeted learning strategies, achieving strong student engagement and performance improvement

Curriculum Specialist

Geniebook

January 2023 - October 2024

- Led integration of innovations to elevate online lessons for over 200 students, incorporating dynamic visual elements and interactive features using Zoom and proprietary platforms, increasing student engagement and retention by 25%
- Refined over 100 teaching materials to align with current MOE Primary School syllabus, enhancing content relevance and academic performance across all levels with measurable improvements in assessment scores
- Advised on procurement of enhanced hardware solutions including HD webcams, studio microphones, professional lighting, and Elgato Stream Decks, optimising online lesson delivery quality for remote learning

English Language Tutor

Mind Stretcher

March 2020 - December 2022

- Executed structured weekly lesson plans for around 60 students leveraging innovative edtech tools including Google Classroom, Kahoot, Quizizz, and Padlet, boosting overall English proficiency by an average of 30% within a semester
- Provided timely insights to students and parents through detailed progress reports and quarterly meetings, leading to 90% retention rate and enhanced communication on academic progress
- Tailored learning objectives for individual student needs using differentiated instruction strategies and tech-driven assessments via Google Forms to achieve intended academic outcomes

Director of Operations

Junior Football School Singapore

January 2020 - December 2022

- Managed recruitment of qualified coaching staff, maintaining 1:10 staff-to-player ratio and achieving 95% satisfaction rate among over 50 players and their parents in quarterly surveys
- Streamlined operational processes across training centres, reducing equipment procurement costs by 20% through strategic vendor partnerships and centralised purchasing systems
- Implemented inventory management system with 99% accuracy in tracking equipment usage and maintenance across all locations, reducing waste and improving resource allocation
- Developed marketing strategies for targeted campaigns aimed at local communities, increasing annual enrolment by 20% and establishing partnerships with various primary and secondary schools

Education Officer

Ministry of Education (MOE) - Singapore

June 2009 - December 2019

- Consistently maintained better-than-national average passing rate for national examinations at both Primary (PSLE) and Secondary (N-Level/O-Level) levels, with over 95% pass rates across cohorts of over 100 students annually
- Achieved and sustained position within the top 5 percentile in annual Student Satisfaction Survey, reflecting commitment to fostering positive and enriching learning environment
- Piloted cross-subject outdoor experiential education programme integrating innovative tools like QR codes, Google Sites, and purpose-built educational websites, enhancing interdisciplinary learning for over 100 students
- Spearheaded cluster-wide mentorship programme for over 25 Allied Educators across 6 schools, promoting culture of collaborative growth, continuous learning, and best practices sharing

EDUCATION & QUALIFICATIONS

- Bachelor of Arts in English Language & Literature - Singapore University of Social Studies
- Specialist Diploma in Teaching & Learning - National Institute of Education (NIE)
- Specialist Diploma in Esports Business & Production - Republic Polytechnic
- Diploma in Law & Management - Temasek Polytechnic

AWARDS & RECOGNITION

- Geniebook Teacher of the Quarter - Q3 2023
- Mind Stretcher Star Teacher - 2022
- MOE Outstanding Contribution Award - 2011, 2014, 2017