



Nurdan (Nur)

Tutor of English and Arabic
Educator/governess/nanny

BA in Education

Year of birth, country: 1980, Turkey

Nationality: Turkish

Current location: Sharjah, has own visa and accommodation

Marital status: single, no children

About herself: As an accomplished and dedicated nanny/governess PA, I bring extensive experience in childcare and education, along with a multicultural and multilingual approach. Fluent in English, Turkish, and Arabic, with basic knowledge of German, I hold a Bachelor of Education with a specialization in English Language Teaching and Pedagogy. I excel in creating nurturing, educational, and stimulating environments for children. My background includes working with private families, nurseries, and schools, providing me with a comprehensive understanding of child development and education. I am proficient in designing age-appropriate educational activities, fostering emotional and intellectual growth, and maintaining high standards of safety. My patience, reliability, and ability to form strong bonds with children and parents are the hallmarks of my professional approach, and I am committed to delivering exceptional care and support.

INTERESTS, HOBBIES: Reading & writing, art & craft, calligraphy and traveling, a passion for people, education, pedagogy, nature and pets.

Key skills:

- Private Teaching & Early Childhood Education
- British & IB Curriculums
- Special Educational Needs (SEN) Support
- Multilingual Communication (English, Turkish, Arabic)
- Language Development & Tutoring
- Childcare & Behavioural Management
- Home Management & PA Duties
- Event & Travel Coordination
- Emotional & Cognitive Development
- Conflict Resolution & Team Collaboration

Education

(Major: English Language Teaching) Ankara Gazi University
 Ankara, Turkey

Diploma, The Qur'an Intensive Course 2012 - 2014
 (Detailed Explanation of Quran, Holy Book), UAE

Pediatric First Aid and CPR Certification Safe Hands First Aid Nov 2020 - Nov 2022
 Training Dubai UAE

Attention and ASD Evidence Based Practices Pulse Therapy and Learning Centre **June 2024**
Enabling Communication in Early Childhood Pulse Therapy and Learning Centre **May 2023**

Early Years Education CPD Courses EYES Oct 2015 - Nov 2015
 Dubai UAE

Basic Food Hygiene - Food Safety Level 2 Course Nov 2015 - Nov 2015
 Al Safwa Feasibility
 Studies Dubai UAE

Developmental Screening for Children: Early Identification of Children at Risk Workshop Dec 2015 Dec 2015
 CEIMC Dubai UAE

Introduction to Crisis Management CPD Dec 2015 Dec 2015
 Mohammed bin Rashid Academic Medical Center,
 Dubai UAE

Phonics Workshop Certificate 2020

Work experience

English nanny-tutor, governess August 2025 - present
 Dubai, the Palm
 Russian family, 5 children
 Looking after, teaching English and helping with other school subjects to 5 children: 8-month old baby, B2,5; G5; B6; G7

ENGLISH/MATH/ARABIC TUTOR (face-to-face classes) November 2024- Present
 Dubai
 British/IB curriculum
 -Teaching English and Math to two 6-year-old Russian children
 -Teaching Arabic to a 7 year-old Ukrainian child since 1st November 2024 - Present
 -Teaching Arabic, English, Math to 7-year-old Turkish child since November 2024 - Present
 -Assisting a 16-year old, year 10 IB student to complete her school project since December 2024 - Present
 -Teaching Arabic to two Russian children aged 2 and 5 since September 2024- Present

Chaperone August - September 2024
 Dubai
 3 children aged B6, G10, G13

- Accompanied 3 children of British family during their holiday in Dubai
- Ensuring the safety and well-being of the individuals under my care, particularly in public or unfamiliar settings.
- Accompanying outings, travel activities with the children ensure they remain safe and comfortable.
- Ensuring that appropriate behavior is maintained during outings or events, especially for younger children.

- Offering help with any necessary tasks, such as managing schedules, transportation or liaising with event organizers.
- Protecting the privacy and dignity of the children being chaperoned, especially in public settings.
- Overseeing any interactions with third parties to ensure that they remain appropriate and safe.
- Communicating any concerns or updates to the parents or guardians of the children.

Tutor of Arabic (part-time)

March 2024 - August 2024

Dubai Hills, placed by EnglishNanny

Providing personalized Arabic language instruction to a 3-year-old Russian-speaking child, tailored to the child's learning style and developmental stage.

Developing and implementing engaging lesson plans that incorporate play-based learning, storytelling, songs, and interactive activities to enhance language acquisition.

Creating a nurturing and stimulating learning environment encourages curiosity and fosters a love for language.

Monitor the child's progress and adjust teaching methods to ensure continuous improvement and language development.

Collaborating with parents to provide regular updates on the child's progress and offering guidance on how to reinforce language skills at home.

Utilizing creative and age-appropriate resources to make learning Arabic enjoyable and effective.

Holiday Nanny

January - February 2024

HNWI (Italian Family)

Delivered comprehensive and nurturing care for two children, aged 1 and 5 years, during the family's holiday in Dubai.

Ensured the utmost safety and well-being of the children, managing all aspects of their daily routines, including feeding, bathing, dressing, and nap time.

Designed and implemented engaging, age-appropriate activities such as creative arts, outdoor play, and educational games to stimulate the children's development.

Coordinated and supervised excursions to parks, playgrounds, and other recreational facilities, ensuring a fun and safe environment. Prepared and served balanced, nutritious meals and snacks in accordance with the children's dietary requirements.

Assisted with the organization and packing of the children's belongings for outings and travel.

Demonstrated flexibility and adaptability to meet the family's dynamic schedule and unique needs, maintaining a professional and positive attitude at all times.

Temporary English speaking nanny

December 2022 - January 2023

Dubai

HNWI (German Family)

Provided dedicated and compassionate care for a 21-month-old baby during the family's holiday in Dubai.

Ensured the baby's safety and well-being, managing daily routines including feeding, bathing, diaper changes, dressing, and naptime. Developed and implemented engaging, age-appropriate activities to support the baby's physical, emotional, and cognitive development. Organized and supervised outings to child-friendly locations, ensuring a secure and enjoyable experience.

Prepared and served nutritious meals and snacks tailored to the baby's dietary needs.

Maintained exceptional cleanliness and hygiene standards in all areas related to the baby's care.

Communicated consistently with parents, providing detailed updates on the baby's activities, progress, and any concerns.

Assisted with packing and organizing the baby's belongings for outings and travel.

Demonstrated flexibility and professionalism, adapting to the family's schedule and specific requirements

Governess

Feb 2021 – June 2022

Private Family

Ages of the children: 3 Boys aged 8, 5 and 2.5

Dubai

Duties & Responsibilities:

- Education focused and age-appropriate fun activities targeting milestones.
- Bonding with the children through fun and age-appropriate play and educational activities.
- Organised the children's daily timetable to study and ensure all homework was done.
- Ensured all backpacks and lessons prepared for school for the following day.

- Taking children to after-school activities including swimming, boxing, football, art, cinema, and playdates.
- Help with self-grooming, education, always ensuring that the boys were always looking smart and presentable.
- Providing a warm, fun and safe environment for the children both indoors and outdoors.
- Worked alongside other nannies and household staff as part of a team.
- Reporting and feedback to the parents on a regular basis of the children's development and well-being.

Reason for leaving: change of schedule, fewer working days&hours

NANNY

Dec 2020- Feb 2021

Private Family

Ages of the children: A girl of 4.5, a boy of 2.5

Dubai

Duties & Responsibilities:

- Typical nanny duties
- Educational duties such as teaching Math and various other subjects
- Literacy studies
- Reading stories to promote reading and text understanding
- Age-appropriate developing games and activities.
- Providing a safe, caring and stimulating environment for the children
- Co-operating with the parents to ensure all parts are happy at all times.

Reason for leaving: It was a temporary part time role and soon after the family moved to Abu Dhabi

PRIVATE TUTOR

Sep 2020 - Oct 2020

Private Family

Ages of the children: A girl of six, a boy of six (not siblings, just children of two friends)

Dubai

Duties & Responsibilities:

- Homeschooling B6 & G6.
- Following Oakmeadow /Waldorf Curriculum.
- Teaching English as a second language.
- Tutoring, guiding and assisting the child in different subjects such as: Language Arts, Social Studies, Science, Math and Arts & Crafts.

Reason for leaving: the road took to much time&pay wasn't enough to cover the cost of transportation

TUTOR

Jan 2020 - Mar 2020

Dubai

- Teaching Quran (Holy Book) to 13-year-old girl
- Assisting with memorization of the chapters
- Teaching word to word translation of the Holy

Book from Arabic to English as well as the grammatical aspects

Reason for leaving: couldn't continue because of COVID

LIVE-IN GOVERNESS/PA

Feb 2016 - Apr 2016

Her Highness, Royal family, UAE

- Governess for five children: G11, G8, B6, B3 & B3
- Support the family in personal growth and development of the children focused on the manners, etiquette, well-being, educational progress and Islamic ethics.
- Representing the family as required in all parent/teacher events and activities while respecting the family's protocol.
- Ensuring, managing and promoting the children's health, safety and hygiene.
- Teaching and training the children to accomplish their educational and personal goals.
- Daily school collection and responsible for the liaison with the children's school in all matters and monitoring their progress while always reporting to the family.
- Create a warm and protective environment for the children while at the same time professional.
- Culturally aware and able to manage intercultural differences with patience and sensitivity.

Reason for leaving: live-in was necessary which wasn't convenient for Nur. They parted on good terms.

TUTOR/NANNY

2012 - 2016

- Childcare/tutoring (between 2-13 years old age groups)
- Specializing in teaching English as a second language.
- Tutoring, guiding and assisting children with homework in different subjects such as English, Science, Islamic Studies and Math
- Preparing mock-up exams to assess the students' knowledge and skills, maintain a clear progress record and update the parents on regular basis to ensure that they are fully aware, up to date and involved in their children's development.
- Engaging and interacting with children through games, role play and storytelling to stimulate the learning process, encourage them to be more participative and active.
- Develop discipline in children with aim of making them independent and motivate them to continuously improve in their personality, behavior and performance.

NANNY/CHILDCARER

- Creating a nurturing and stimulating environment
- Meeting the children's social, emotional and physical needs
- Assisting with self-care and hygiene including diapering
- Providing age-appropriate activities
- Reading to the children, playing games, doing vocabulary exercises, puzzles.
- Keeping the children's bedroom and toy room organized and tidy
- Bathing the children
- Dressing the children
- Preparing healthy, nutritious meals and snacks
- Disciplining the children when necessary and in accordance with parenting principles
- Instilling good manners and a sense of responsibility

CABIN CREW

2003 - 2012

ATLASJET INTERNATINAL AIRWAYS, ROYAL JORDANIAN, EMIRATES AIRLINES

- Responsible for ensuring the comfort, safety and welfare of passengers travelling on aircraft during flights in international destinations with excellent customer service.
- Assigned to "First Class" cabin; where I dealt with VIP/ high profile passengers including members of Royal families, government officials, influential business people, etc.
- Assisting mothers with infants/children, giving them a hand with their luggage during boarding/deboarding, making sure they are seated in a row where the baby coat is provided after takeoff, offering infant seat belt, baby food, child meal, milk, nappies etc. Preparing/warming jars, bottles and cleaning after. Checking them regularly that they are comfortable, safe and secure at all times, looking after children's entertainment, playing games, reading and coloring books, taking them around the cabin.
- Assisting UM (Unaccompanied Minor; Younger passengers travelling alone onboard) during boarding/deboarding, making sure he/she seated next to the female passenger, informing the rest of the team about his/her name, seat number ,any special needs. Briefing the UM about safety demo, location of nearest exit/washroom/entertainment system, checking on him/her regularly throughout the flight and handing over the UM to the ground staff with his/her passport and documents after landing.
- Preparing and serving food and drinks for all passengers, distributing soft toys & colouring books for the children, taking their pictures as memory for their parents.
- Reassuring passengers in the event of an emergency, First Aid and CPR skills used
- Conducting safety briefing before the flights, making public announcements on behalf of pilots, ensuring the operation is running smoothly, and writing flight report, including any unusual incidents.

Additional information

Turkish – native
English – fluent

Arabic - fluent

Russian - intermediate (in progress)