

CURRICULUM VITAE

Tayyiba Asim Muhammad Asim

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PERSONAL INFORMATION:

FATHER'S NAME: Muhammad Yousaf Javed
HUSBAND NAME: Muhammad Asim
NATIONALITY: Pakistani
DATE OF BIRTH: 26-10.1982
C.N.I.C. #: 35202-2246392-6
Religion: Islam
IQAMA NO: 2318934870

<u>QUALIFICATION</u>	<u>FROM</u>
1- MS (LINGUISTICS)	Lahore Leads University_ Pakistan (2013-2015)
2- M.A (ENGLISH LITRATURE)	University of the Punjab – Pakistan (2009)
3- B.A (Bachelors of Arts)	University of the Punjab – Pakistan (2001)
4- Intermediate	Lahore Board (1998)
5- Matriculation	Lahore Board (1996)

<u>PROFESSIONAL QUALIFICATION</u>	<u>FROM</u>
1- B.Ed (Bachelors in Education)	University of Education Lahore Cumulative Grade <u>A</u> <u>Session (2002-2003)</u>

TEACHING EXPERIENCE:

1. University of Jazan, Saudi Arabia 4th February, 2012 to continue (ONLINE Classes + OFFLINE Classes)
2. Pakistan Degree College of Commerce 1st November, 2009, to March 31st 2011
3. Eastern College of accountancy 1st November, 2003, to 30th October 2004.

COMPUTER SKILLS:

1. Typing
2. Microsoft Word
3. Microsoft Excel
4. Power Point
5. Microsoft Front Page

TRAINING DURING JOB IN SAUDI ARABIA:

1. Blackboard Ultra (for online classes)
2. Web Page Handling
3. Jump (for online classes)
4. Information Technology (IT)
5. Tell Me More (TMM)
6. English for Specific Purposes (ESP)

WORKSHOPS ATTENDED:

- Communicative Skills
 - 1- Reading
 - 2- Writing
 - 3- Speaking
 - 4- Listening
- Success in Academic English
- Information Systems in Jazan University
- Involving all students & maintaining their motivation
- Perfectibility of Examinations and Evaluation - Features of Experience of the Faculty of Medicine.
- Teaching grammar in a fun way
- Cultural awareness and rapport
- Vocabulary building
- The suitability of text I listening task
- Making large classes interactive
- Conducting research projects of students

RESPONSIBILITIES DURING JOB IN JAZAN UNIVERSITY:

- Responsible for College's webpage handling
- Quality assurance
- Assistant Coordinator
- Member of Examination Evaluation Committee for following Academic Years
- 1435-1436 /2014-2015
- 1436-1437 /2015-2016