

Personal

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- Phone number**
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- Email**
asmaiqbal.khan@gmail.com
- Date of birth**
24-06-1980
- Place of birth**
Mecca, KSA
- Gender**
Female
- Nationality**
Indian
- Marital status**
Divorced
- LinkedIn**
Asma Iqbal

Interests

- Book collecting ,Book discussion
clubs,Computer programming, Learning
Languages

Languages

- Arabic
- Urdu
- Turkish
- Hindi

To obtain a teaching position where I can utilize my knowledge of advanced teaching methods such as team learning and e-learning.” “Develop and promote creativity and high-order thinking skills that increase the performance of the students.”

Work experience

Language Instructor Nov 2011 - Present
Jazan University, Gizan

- Initiate, facilitate, and moderate classroom discussions.
- Evaluate and grade students class work, assignments, and papers.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Prepare and deliver lectures to undergraduate and/or graduate students on topics such as poetry, novel structure, and translation and adaptation.
- Maintain student attendance records, grades, and other required records.
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
- Preparing and setting tests, examination papers, and exercises
- Marking and providing appropriate feedback on oral and written work
- Devising, writing, and producing new materials, including audio and visual resources
- Training and Teaching Others**-- Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- Thinking Creatively** -- Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- Interpreting the Meaning of Information for Others**-- Translating or explaining what information means and how it can be used.
- Communicating with Supervisors, Peers, or Subordinates**-- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Organizing, Planning, and Prioritizing Work** -- Develop specific goals and plans to prioritize, organize, and accomplish your work.
- Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources

Assistant Professor Oct 2009 - May 2011
Azad College of Engineering and Technology, Hyderabad

- Conducts college-level courses in the field of English. Areas of instruction include expository writing, encompassing the creation, organization, style, and revision of writing, research, and documentation.
- Responsible for preparing and delivering lectures and leading classroom discussions. Administer and grade examinations or delegate tasks to others.
- Familiarizing with a variety of the field's concepts, practices, and procedures.
- Lead and direct the work of others.
- Reports to be sent to the department head with a certain degree of creativity and latitude.

English Lecturer Jun 2004 - May 2008
Adam's Junior College, Hyderabad

- planning, preparing, and delivering lessons to a range of classes and age groups
- preparing and setting tests, examination papers, and exercises
- marking and providing appropriate feedback on oral and written work
- devising, writing, and producing new materials, including audio and visual resources
- organizing and getting involved in social and cultural activities such as sports competitions, debates, literary activities, dinners, and excursions
- attending and contributing to training sessions
- participating in marketing events for the language lab
- preparing information for inspection visits and other quality assurance exercises;

- ● freelance teaching on a one-to-one basis
- ● Basic administration, such as keeping student registers and attendance records.

English Language Trainer

Dec 2010 - Sep 2011

[Russells Spoken English, Hyderabad](#)

- Assessing and continuously monitoring student progress.
- ● Planning, preparing, and delivering lessons to classes.
- ● Encouraging students to actively participate throughout the class.
- ● Using a modern and dynamic teaching approach that allows students to communicate easily using the English language.
- ● Researching and devising entertaining, amusing, interesting, creative, and productive lessons for students.
- ● Teaching specialized English courses such as those which cater to the needs of business people and executives from all over the world.
- ● Teaching small groups or on a one-to-one basis. Assessing and recording pupils' progress by setting and marking coursework and examinations.
- ● Participating in staff meetings and extra-curricular activities.
- ● Undertaking pastoral and supervisory duties.

Education and Qualifications

Master of Arts (English Literature)

Jun 2002 - Apr 2004

[Osmania University College of Women, Hyderabad](#)

Bachelor of Education

Aug 2008 - Sep 2009

[Osmania University, Hyderabad](#)

Bachelor of Arts (English Literature)

Jun 1999 - Apr 2002

[St. Ann's College for Women, Hyderabad](#)

Intermediate

Jun 1997 - Mar 1999

[St.Anns Junior College, Hyderabad](#)

Skills

Software skills	● ● ● ● ●
Creative class planning, Coursework assessments	● ● ● ● ●
Motivational communication, Critical thinking	● ● ● ● ●
Team collaboration, Professional development	● ● ● ● ●
Lesson design, Social Media Management	● ● ● ● ●
Multitasking abilities	● ● ● ● ●

Courses

Diploma in Web Centric Curriculum

Jun 2001 - Jun 2002

[NIIT Hyderabad](#)

Developing software Programmes.

TEFL

Jul 2019 - Jul 2019

[International TEFL Canada.](#)