

Resume

Nigar Anjum

Email: nigara@jazanu.edu.sa

Mobile: +966530213415

Teaching Experience – 15+ Years

Sept.2010 till date

Presently teaching English at Jazan University KSA as a language instructor in College of Business Administration (Girls).

Served as an ELi Coordinator for Business College from year 2015- 2022. My responsibilities as a coordinator was:

Liaising between Eli and College

Liaising between Eli management and the English Faculty.

Preparing Faculty Timetable

Ensure proper and smooth teaching and other academic affairs on campus

To solve any problems related to the students and staff.

Reviewing the quizzes, midterm and final exam papers before sending them to TLU

Printing the question papers and preparing the exam envelopes.

Conducting the exams on campus

Preparing and sending the analysis of quizzes, midterm and final exam to the Reevaluation committee.

Ensuring proper conduct of Pretest and Posttest on campus and sending the reports to the TLU after the test.

Collecting the weekly teaching report from teachers and uploading on teams.

Collecting Course report from faculties

Compiling a cumulative Course Report

Attending Coordinators' meetings

Organize and conduct monthly staff meeting

Feb. 2009 till July 2009

Taught English as an EFL/ERP instructor at Kumon Education Centre Hung Hom Kowloon, Hong Kong. Kumon was established in 1958 in Japan. Today it operates in 44 countries and regions with over 4 million students. The Kumon method is child-oriented and that is based on each child's individual learning ability rather than his or her school grade. This accomplished by focus on self-study that enables students to acquire not only basic academic abilities but also concentration skills, good habits, confidence, a sense of self-affirmation, a sense of achievement, a challenging spirit and a ability to learn by themselves.

July 2005 till August 2008

I served as English Lecturer in Krishna Institute of Engineering and Technology Ghaziabad in the Applied Science and Humanities department, where the medium of instruction is ONLY English.

Educational Qualification

Bachelor of Education (B.Ed.) from Vinoba Bhawe University. Hazaribagh India – 2008

Masters in English from A.M.U. Aligarh Muslim University India – 2005

Bachelors in English from A.M.U. Aligarh Muslim University India – 2003

Senior Secondary School (10+2) from St. Xavier's School Bokaro Steel City – 2000

High School (10th) from St. Xavier's School Bokaro Steel City – 1998

Personal Details

Present Address	:	Flat No.1, Babgi Building7, Hayal Rawda Jazan, Saudi Arabia Mobile No.0530213415
Permanent Address	:	Qr. No. 4025, Street2, Sector 4A Bokaro Steel City, Jharkhand India-827004 Phone No.00919672007862
Date of Birth	:	3 rd May, 1982
Marital Status	:	Married
Nationality	:	Indian
Passport Number	:	P3504969

Teaching Philosophy and Goal

My basic teaching philosophy is “Know Thy Impact” which means that as a teacher my fundamental responsibility is to keep track of the kind of impact which I am making on my students in terms of their learning achievement.

I firmly believe that students do not learn from teachers whom they do not like. Likability of the teacher is one of the most important factors of fostering learning. Keeping this in mind I proactively try to establish rapport with my students. And once that is done the stage is well set for learning. I am of the opinion that based on my knowledge, skill and experience, I can influence the learning of my students irrespective of the context and environment (teacher’s self-efficacy)

I also put emphasis on students learning in an active and friendly environment. At the beginning of every semester, I make it clear to my students that English is not as difficult as they think and why learning English is important for them. This motivates them and instill some interest in learning the language which is hardly used by them in their everyday life.

Hence my goal is to teach the students to speak, understand and communicate in English. This needs lot of commitment and dedication. As a teacher I motivate my students to use English outside the classroom and incorporate the language into their daily lives which makes the learning process easy.

Dated: 26.08.2023

Nigar Anjum