

SABIHA KHATOON



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Professional Summary

Enthusiastic educator eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of English Language Skills. Motivated to learn, grow and excel in the Institute. High performing education professional with a diverse background in educational leadership; possesses strong organizational and interpersonal skills.

Work History

English Lecturer in Jazan University, Kingdom of Saudi Arabia.

From Sept, 2015 to current

- Used different instructional techniques to obtain and retain student interest in subject matter.
- Prepared and implemented lesson plans covering required course topics.
- Utilised multimedia strategies and technology to convey information in fresh and interesting ways.
- Implemented diverse instructional approaches to engage students and promote deeper understanding of material.
- Built learning and citizenship skills to help with personal growth in addition to increasing academic knowledge.
- Employed visual and auditory approaches to make lessons more interesting and interactive for students.
- Worked in different committees.

Publications

- **“A Review on the Role of Information Technology in Efficient Authentic and Non-Authentic Materials in ESP Classrooms with ESL/EFL Students”, 2023.**
- **"Importance of ESL/EFL in Science Students for Present Scenario in Gulf universities", forthcoming 2023.**

Mubarakpur Girls Degree College Mubarakpur. Azamgarh. U.P. (Oct.2011 – Sept. 2013)

- Delivering scheduled lectures to the assigned classes
- Arranging periodic performance evaluation tests and providing detailed feedbacks about areas of improvement
- Accomplishing regular classroom debates to raise the students' interests and understandings of the subject
- Assisting the college administration in arranging special functions / celebrations
- Counseling students as per their academic needs

AL- Barkat Institute of Management and Studies. Aligarh (Aug. 2007 to Mar. 2010)

- Conducting regular lectures and seminars.
- Profound knowledge of English language and ability to teach the language for all sorts of students i.e. for those who have English as their first language and those who have not.
- Usage of audio-visual aids for teaching English effectively and creativeness in teaching process.
- Built student awareness of tone, style and register to deliver high-quality verbal and written work for various purposes.
- Recommended effective additional learning resources, aiding continued student confidence and abilities.
- Delivered on-to-one and group teachings, maintaining student engagement and enthusiasm through subject passion and effective communication.

Academic Education

- Bachelor in Education from B.R. Ambedkar University.
- Master's in Arts with specialization in English from Aligarh Muslim University, Aligarh.

Skills

- Lecture planning.
- Proofreading and editing.
- Course material preparation.

- Excellent spoken and written communication skills.
- A flexible approach to work.
- Planned and created lessons, learning strategies, and classroom management techniques.
- Developed curriculum and grammar, reading and writing exercises to meet specialized educational needs and expectations.
- Prepared and implemented daily lesson plans based on standard curricula.

Teaching Statement

"Teaching is a process of learning from your students, colleagues, parents, and the community. This is a lifelong process where you learn new strategies, new ideas, and new philosophies. Over time, my educational philosophy may change, and that's okay. That just means that I have grown and learned new things."

Objectives

- To improve students' academic performance.
- To instill students with intrinsic motivation to learn.
- To instill Positive Action principles into students' cognitive, affective and behavioral learning domains.
- To enable the learner to communicate effectively and appropriately.
- To develop and integrate the use of the four language skills i.e. Reading, Writing, Listening and Speaking.

Strategies

- know the language of your content.
- Be aware of students' needs.
- Know your students' background.
- Language assessment.
- Audios and Visuals.
- Language proficiency strategies.
- Collaborate

Teaching Goals

- To be a student informant.
- To inspire learning in students.
- Carving out niche / choosing a focus.

- Use more technology and tech tools in the classroom.
- Revisit teaching style / philosophy.

Extra-Curricular

- Attended different Workshops and Seminars.