

# Shabina Tabassum

English Lecturer

## Contact

### Address

7830, Jazan. KSA

### Phone

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### E-mail

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## Skills

Lesson Planning

Lecture preparation

Lecturing

Prepare assessments

Student records management

Student mentoring

Curriculum development

Proofreading and editing

Classroom management

Modern classroom technology

Quality education

## Software

- Proficient with Microsoft Word, Excel & Power point
- Email Communication

**TESOL/TEFL certified**, a committed senior English Lecturer with over 15 years of experience at renowned academic institutions teaching students from various social and cultural background. Possessing outstanding administrative, verbal communication and written skills along with constructive and effective teaching methods that promote a stimulating learning environment.

## Work History

2015-02 -

Current

### English Lecturer

***Jazan University, Jazan, KSA***

- Employed diverse teaching approaches to help students of all abilities to understand material.
- Made use of available technologies in daily teaching, such as ***Black board, Zoom and Teams***.
- Initiated, facilitated and moderated classroom discussions for college-level English students.
- Evaluated students' abilities in grasping of English language, keeping appropriate records and preparing progress reports.
- Administered quizzes and exams both online and offline to determine progress rates among students.
- Led team on remedial classes for weaker students to overcome their shortcomings in learning.
- Expanded students' understanding of concepts by **spearheading in-depth discussions of model exam papers on Blackboard for level 2 students** and teaching test taking strategies to help students to learn time management during exams.
- Encouraged participation by maintaining positive attitude and proactively engaging students in activities and lessons.

2008-06 -

2014-12

### English Faculty Member

***T.I.M.E group of Institutes , Bangalore, Karnataka, India***

- Planned, prepared and delivered lessons to students on Verbal Ability skills for ***GRE/GMAT/CAT/ TOEFL/ IELTS Exams***.
- Provided leadership guidance and engrained discipline in students.
- Assisted and counseled students in their course,

- Social Media

## Languages

English



Excellent

Hindi



Excellent

Kannada



Good

Arabic



Average

2005-01 -  
2008-03

academic matters and various aspects of their career path.

- Participated in curriculum planning, professional development and implementation of course programs
- Reviewed assessment methods & techniques: adopted effective tools that are complaint with the respective exams.
- Evaluated students' abilities and grasp of English language, keeping appropriate records and preparing progress reports.
- Coordinated with students in assisting and supervising test series / assignments.
- Upgraded industry knowledge by grasping and learning new things and establishing performance objectives.
- Built strong lines of communication with students to support them in their learning and contributing to development of institute culture.
- Conducted intensive workshops and seminars in analysis of Verbal Ability tests.

## English Lecturer and Training Coordinator

*Syed Ali Imam Oriental Junior College , Bangalore, Karnataka, India*

- Taught English language to 100+ students in traditional classroom setting.
- Evaluated students' abilities and grasp of English language, keeping appropriate records and preparing progress reports.
- Administered regular tests to determine comprehension rates among students.
- Conducted intensive summer courses in analysis of English texts.
- Developed interesting lectures and educational activities to maximize learning within classroom.
- Planned, prepared and delivered lessons on American literature, British literature and grammar.
- Sourced optimal curricula and developed lesson plans to fully cover target material for each course.
- Coordinated special excursions to local points of interests and more extensive study trips to expand learning for language students.

## Education

2018-05 -  
2018-07

**CERTIFICATE of SPECIALIZATION: □  
TEFL/TESOL**

*AP Teacher Institute - TEFL Canada (association  
International)*

1998-09 -  
2000-04

**Master of Arts: American And English  
Literature**

*Bangalore University - Bangalore, India*

1992-07 -  
1995-08

**Bachelor of Arts: Psychology, English  
Literature & Communicative English**

*Mount Carmel College. - Bangalore, India*

## Accomplishments

- Blue Belt in Tae Kwon Do, and I have won a bronze Medal at National Level.

## Certifications

2016-05

Certificate of Appreciation for Quality Assurance Committee member, Jazan University.

2016-08

Propel Workshop Toefl ibt test certificate

2018-07

Certificate in TEFL/TESOL

## Interests

Reading, Yoga and listening to music