

Uzma Qazi



Contact

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Languages

Hindi and Urdu (Advanced)
Arabic and French (Elementary)

Hobbies & Interest

- Reading
- Design
- History, Art, and Theatre

Computer Knowledge & Experience

- MS Office especially in MS Word and MS PowerPoint
- Working knowledge of Excel and Publisher
- Online Teaching Experience

Summary

Experience of more than thirteen years in teaching English language and literature to graduates and undergraduates in multi-cultural environment.

Skill Highlights

- Proficiency in both online and conventional classroom teaching
- Knowledge and experience of Quality Assurance and Accreditation Process
- Administering Examination and Course Curriculum
- Experience in coordinating college tasks
- Skilled in Creative-Curriculum Design
- Associated with course and book review for university syllabi
- Task and Topic Based Language Teaching
- Students' counselling and Teaching evaluation

Experience

- **Language Instructor** – Since January 2009
English Language Institute
Jazan University, Jazan
Kingdom of Saudi Arabia
- **Post Graduate Teacher** –
From July 2007 to January 2009
Aligarh Muslim University, Aligarh
India
- **Faculty of English** - From April 2006 to July 2007
DPS, Aligarh, India
- **Faculty of English** – From July 2003 to March 2006
St Mary's Senior Secondary Convent School
Dhampur, India

Other Experience(s)

- **Volunteer Educational Services**- since August 2021
Gaza Sky Geek (GSG), Jerusalem
- **EFL and IELTS Instructor** (Consultant): for global learners on online platforms- Preply, Enguru, and Burlington English Bangalore, India
- **Instructor in the US Micro scholarship Program** in 2008
Academic Staff College Aligarh Muslim University

Education

TESOL CELTA 5		Cambridge		(2019)
B. ED	English	Aligarh Muslim University		(2003)
Post-Graduation (M.A Degree)	English	Aligarh Muslim University, India		(2002)
Graduation (B.A Hons. Degree)	English	Aligarh Muslim University, India		(2000)
Senior Secondary School Examination XII (Certificate)	English and Science	Aligarh Muslim University, India		(1997)
High School X (Certificate)	Language, Science and Humanities	Aligarh Muslim University		(1995)

Career Objective

I am exploring possibilities of associating myself as an English Language Instructor at a reputable institution where I can impart as well as gain knowledge and experience, by catering to the academic, intellectual, and professional needs of the learners. I am also looking forward to contributing to the research and development of the institution through contributing in academic as well as other desired areas.

Papers Taught

- Morphology and Elements of general Phonemics
- EFL, ESL and ESP, EAP
- Business English and Business Communication to Engineering and Management Students
- IELTS to the aspirants of general and academic module
- Romantic, Victorian, and Modern Poetry
- Shakespearean and Post-Shakespearean Play

Short-Term Courses and Other Highlights

- Completed "Facilitation Skills Masterclass for Teachers, Trainers and Educators" July 2023 at ITI Istanbul
- Completed the course in 2019: An Introduction to Young Learners conducted by Cambridge at International House Bangkok
- Worked as a reviewer for Pearson Publishers, Academic Progress -5 (GCC edition). ISBN-13: 978- 1 -29-230888- 3.
- Designed curriculum for various colleges at Jazan University 2018-19 (CEFR A1 to C1)

Workshops

- Participated in the TBLT workshop, in April 2023, at ITI Istanbul.
- Participated in two days workshop on Quality Assurance in Education held by the Deanship of Academic Development at Jazan University from 11 February 2012 to 12 February 2012
- Participated in the workshop on the JUSUR E-Learning Management System conducted by the Deanship of E-learning and Distance Learning held in the academic year of 2013-2014
- Conducted Teachers' Training Workshop on Teaching Tenses & Modifiers-I on 8th March 2017 as a part of the Academic Development Program at the Deanship of Preparatory Year, Jazan University, Jazan, KSA
- Conducted Teachers' Training Workshop on Teaching Tenses & Modifiers-II on 22nd March 2017 as a part of the Academic Development Program at the Deanship of Preparatory Year, Jazan University, Jazan, KSA
- Conducted Teachers' Training Workshop on Teaching Listening on 14 May 2019 as a part of the Academic Upskilling Program at English Language Institute, Jazan University, Jazan, KSA
- Conducted Teachers' Training Workshop on Teaching Listening in July 2019 as a part of the Academic Upskilling Program at English Language Institute, Jazan University, Jazan, KSA
- Conducted Teachers' Training Workshop on Teaching Receptive Skills on February 07, 2022, as a part of Teachers-Training Sessions at Jazan University.

Other Achievements

- Was conferred with the title of the 'best teacher' amongst the top ten female faculties of the English Language Centre, Jazan University
- Recipient of the University gold medal in Master of Arts 2002, Aligarh Muslim University, India.

Key Positions Held

- Member Professional Development Unit, Jazan University, Jazan
- Member Teachers' Training Unit, Jazan University, Jazan
- Member of Teaching and Learning Unit Eli, Jazan University
- Member of Student Activity Unit, Eli, Jazan University
- Member Quality Assurance Committee and Curriculum Unit, English Language Institute, Jazan University, Jazan
- Coordinator College of Computer Science, English Language Centre, Jazan University, Jazan
- Coordinator College of Education, English Language Centre, Jazan University, Jazan
- Member Examination Evaluation Committee, Jazan University, Jazan

Personal Information

Date of Birth: 15-11-1979
Gender: Female
Nationality: Indian
Country of Residence: Kingdom of Saudi Arabia
Marital Status: Married

Referees

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