



## Ms. Sameena Begum

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### **Career overview:**

Energetic, adaptable and resourceful TESOL teacher with an inclination towards research. Flexible with strong team-working skills, able to work individually or as part of a group. I focus on serving the pedagogical needs of English language learning and to explore the areas of research for the development of English language teaching and learning to suit the needs of learners.

### **Professional summary:**

- ✓ A highly energetic and creative language teacher with more than 10 years of experience in teaching in different cultures, different organizations with different requirements of the learner.
- ✓ Strongly believes in teaching and learning as a dynamic and interactive session.
- ✓ Functional Knowledge of English Language and Literature.
- ✓ Exceptional communication and organization skills.
- ✓ Active in administrative work

### **Professional Qualification:**

- ✓ **American TESOL Certificate from The American TESOL Institute**
- ✓ Post Graduate Diploma in Teaching of English, Osmania University, Hyderabad, India
- ✓ Post Graduate Diploma Computer Application

### **Educational Qualification:**

- ✓ M. Phil in English, Madurai Kamraj University in 2013, India
- ✓ M.A. English Literature, Osmania University in 2001, Hyderabad, India
- ✓ B. Sc. Microbiology, Osmania University in 1998, Hyderabad, India

### **Present Employment:**

#### **❖ Language Instructor**

**Jazan University, Jazan, KSA**

**(From Oct' 2010 to Till date 8 years)**

- Have been teaching English Language and literature at various levels for undergraduate students
- Planning and preparing lessons according to the syllabus prescribed
- Administering quizzes and constructing tests for term examinations
- Have been specifically handling courses on Writing, English phonetics, Linguistics and Semantics, Introduction of Literary Terms, Drama
  - Training students in giving presentations and lectures
  - Supervising students to participate in research activities
  - Handled the responsibility of campus coordinator for four semester and department head for one semester
  - Actively involved in Quality assurance for NCAAA accreditation

### **Previous Experience:**

#### **❖ Assistant Professor**

**Nizam Group of Institutions (Engineering, B. Pharmacy, MCA), Telangana, India**

**(From May 2005 - June 2010, 5 years)**

- Conducted individual and group training sessions at college level to promote progress towards specific goals.
- Conducted Conventional and Computer Aided English Language Laboratory
- Was actively involved in preparing the students for various extracurricular and co curricular activities
- Executed the role of emcee during various college functions
- Served as editor for college newsletter, '**The Tidings**'

### **Other Experience:**

#### **❖ Secondary School Teacher**

**Lhaviyani Atoll Education Centre, Lhaviyani, Ministry of Education, The Republic of Maldives**

**(From June 2004 – Dec 2004, 6 months)**

- English Language Teacher
- Established clear objectives for lessons and projects
- Planned and prepared lessons

- Administered weekly tests and term assessments
- Arranged remedial classes and counseling sessions for the students
- Active involvement in extracurricular activities for the students

#### ❖ Secondary School Teacher

**St. Martins High School, Hyderabad, India**

**(From July 2003 – April 2004, 9 months)**

- Class Teacher for the Grade 10
- Plan lessons and implement curriculum conducive to students learning
- Conducted remedial classes for the weak students
- Promote general well being and progress of all students
- Communicating with parents about student progress
- Provide appraisal and review of individual student performances
- Supported students in their extra curricular activities
- Served as associate editor for school magazine

#### Initial Experience:

#### Secondary School Teacher

**St. Brilliant Semi Residential High School, Medak, Telangana. India**

**(From Oct 2000 – May 2003, 2.5 years)**

- English Language Teacher
- Supported students in their extra curricular activities.
- Conducted remedial classes for the weak students

#### WORKSHOPS, SEMINARS AND CONFERENCES:

- Attended a workshop on **English Language Teaching** conducted by **Prof. Prahalad S. R. of Central Institute of English and Foreign Languages, Hyderabad** on 21<sup>st</sup> February 2004 at Pearl Regency, Hyderabad.
- Attended 3<sup>rd</sup> Faculty Development Program by the resource persons **Wing Commander Mr. R. S. R. Murty and Mrs. Seeta Murthy**, organized by the **Ummul Qura Education Society** on 6<sup>th</sup> and 7<sup>th</sup> January 2007 at Regency College of Hotel Management, Banjara Hills.
- Attended 4<sup>th</sup> Faculty Development Program **Teaching Professional Courses** by resource person **L.S. Padma, Mr. Narendranath and Mr, Shyamsunder** organized by **Ummul Qura Educational Society, Hyderabad** on 11<sup>th</sup> and 12<sup>th</sup> August' 2007 at Nizam Institute of Business Management, Khairtabad.
- Attended a two-day workshop on **Relevance & Meaning in the Teaching-Learning of English Language & Communication Skills** organized by the **Department of Humanities & Sciences** on 25<sup>th</sup> and 26<sup>th</sup> July 2008 at **Vidya Jyothi Institute of Technology, Hyderabad**

- Acted as **Emcee** for ISSRF 2008 Symposium on “Recent Trends in Reproductive Health Research” 18<sup>th</sup> Annual meeting of the **Indian Society for the Study of Reproduction and Fertility (ISSRF)** from 20<sup>th</sup> - 22<sup>nd</sup> February 2008, organized by **Owaisi Hospital & Research Centre, Deccan College of Medical Sciences, Hyderabad in association with Centre for Cellular & Molecular Biology (CCMB), Family Welfare, Govt. of Andhra Pradesh.**
- Attended a one-day workshop on **Business Communication and Soft Skills** organized by the **School of Management Studies, Jawaharlal Nehru Technological University, Hyderabad in association with Infosys, Hyderabad** on 09<sup>th</sup> January 2010

### **RESEARCH:**

- Completed **M. Phil in ELT. Topic of Dissertation** “*A Study of Course Book prescribed for B. Pharmacy students of JNTU, Hyderabad, A Feasibility Study.*”

### **PUBLICATIONS:**

- Co-compiled “*English Language Communication Skills Lab Manual*” for B. Tech. Engineering I year and III year students based on JNTU, Hyderabad Syllabus. 2010
- Co- Authored and presented the paper “Relevance of English Language Teaching for Employability”, in 5<sup>th</sup> International and 41<sup>st</sup> Annual Conference of English Language Teachers’ Association of India (ELTAI) held at Chennai in association with the Department of English, Anna Adarsh College for Women and with the support of the British Council and the Regional English Language office of the American Centre, New Delhi during 5<sup>th</sup> to 7<sup>th</sup> of August 2010
- Co-Authored the paper “Role of a Teacher in 21<sup>st</sup> Century” published in *The Criterion, An International Journal in English*, Vol. III Issue III September 2012, ISSN 0976-8165

### **Personal Information:**

Nationality	: Indian, Muslim
Marital Status	: Unmarried
Date of Birth	: 25/10/1977
Languages Known	: English, Hindi, Urdu, Telugu & Arabic (spoken)
Qama Profession	: University Lecturer
Qama Status	: Resident permit

### **References:**

References will be furnished upon request.