

Hira Kulsum

Language Instructor, Jazan University, Saudi Arabia

00966535241036

hirakulsum@yahoo.com

hirakulsum@gmail.com

EDUCATION

University of Madras, India

Bachelor of Arts

2005

English literature

University of Madras, India

Master of Arts

2007

English Literature

C-Tech Applications, India

Diploma in Computer Application

2008

Basic computer fundamentals and MS office – 3 months course

British Study Centres, Oxford, UK

CELTA

2018

Full time – 4 weeks course

TEACHING EXPERIENCE

Jazan University, KSA

Language Instructor – English

Sep 2012-till date

Teaching English to Prep year students, Preparing and conducting continuous assessments, In-charge of class activities, counseling students and maintaining students' records, and participating in periodic meetings with other teachers for the development of innovative teaching strategies

Auxillium College, India

2005-2007

Spoken English Tutor – English

Teaching basic communication skills to speakers of other languages, preparing and conducting oral and written tests

RELATED EXPERIENCE

Jazan University, KSA

Coordinator of ELearning Unit

Day-to-day operations of all the online courses, Planning and execution of the courses, preparing action plan for every semester, maintaining teachers' records, evaluating and supervising exams, evaluating teachers' performance, coordinate course activities including the development of the teaching strategies, organizing periodic meetings, and conducting orientation and skill workshops for students and teachers.

Oct2018-till date

Coordinator of Prep year English courses

Day-to-day operations of all the courses, Planning and execution of the courses, maintaining teachers' records, evaluating and supervising exams, evaluating teachers' performance, preparing teachers' time schedule and students' exam schedule, coordinate course activities including the development of the teaching strategies, organizing periodic meetings, maintaining relationship with the admin and the team staff, taking care of equipment and books, and conducting orientation and skill workshops for students and teachers.

**Jan 2015 - May
2018**

Member of ELC Website Committee

In-charge of Teachers' data in the official website of English Language Center of Jazan University.

2016

Member of Quality Assurance Unit

In-charge of Standard 7 and assisted in self -study + KPI programs of the college.

2015-2018

Teacher at Distance Learning Unit

Handling the Distance Learning students of level 2 English course and supervising and evaluating the exams

2015-2018

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PUBLICATIONS / PAPERS / WORKSHOPS AND PRESENTATIONS**Youth Leadership Forum**

Workshop on Leadership Skills

Jazan University, KSA (2019)

Teacher Trainer Programs

Training in Visual Learning (4 weeks),

Training in Motivation and Classroom Management (8 weeks),

ELC, Jazan University, KSA (2014)

Workshop on “Teaching Cambridge Textbooks”

ELC, Jazan University, KSA (2015)

Paper Presentation

“Tagore as a Feminist”, Auxillium College, India (2010)

Propell Workshop for TOEFL iBT test

AMIDEAST, KSA (2016)

Freelance write-ups

Sibylline Magazine, Journalism Club, Auxillium College, India (2002 -2005)

Training in “Tell Me More” student co -curricular program

ELC, Jazan University, KSA (2013)

PERSONAL DETAILS

Nationality	– Indian
Languages known	– Urdu, English, Hindi, Tamil and Arabic
Gender	– Female
Marital status	– Married
