

OBJECTIVES:

To establish myself in the field of education, to utilize my skills and experience to help students to achieve high improvement in academics. Aiming at the excellence in the working field through hard work, dedication and honesty at challenging environment.

Profile:

- Enthusiastic, resourceful, and trainable
- Excellent prioritization abilities developed through balancing of rigorous academic and employment objectives throughout the school and college years
- Capable of successfully handling a wide range of functions using a combination of creative, organizational, and writing skills
- Committed and responsible
- Adapt easily to new situations
- Ability to advise the students on their academic problems
- Good organizational skills and problem-solving attitude
- Ability to grasp new concepts in less time
- Direct classroom activities and maintained proper decorum in class.
- Adhere to state laws and policies while evaluating performance of students.
- Held responsibility of guiding students facing difficulties in their studies.
- Act as student counselor before and after classroom sessions.
- Data management and computer literate (Word, Excel, PowerPoint).
- Use advance technologies to help students
- Proficient in Black Board, Skype, Zoom, WhatsApp, Remind, Microsoft Teams

Key Functions:

- Develops English lesson plans in line with the national curriculum: Plans English lessons to meet curriculum standards.
- Helps students understand, speak, read and write in English.
- Delivers engaging, coherent lectures and motivating lessons to students across all Key Stages. Utilizes learning technology in the planning and delivery of lessons.
- Modifies assignments and activities to meet the learning needs of individual students – Identifies and sorts into small, similarly skilled groups.
- Classroom management: Prepares English classroom and coursework materials, homework assignments, and handouts. Prepares course work, plans class sessions: Selects/integrates appropriate instructional materials for

classroom instruction – Organizes/delivers classroom lectures to students.
Arranges extra-curricular activities and sets targets for students.

- Evaluates the students' class work and assignments: Grades tests, essays, reports and other assignments – Regularly provides students with feedback in line with the faculty assessment systems.
- Motivates the students to stay on track in their respective courses.
- Maintains online effective communications with all the available resources.
- Meeting with students during office hours to provide one-on-one feedback.
- Helping students with 'We Care' classes on regular basis.

Other Notable Performance:

- Maintains discipline in the classroom – Creates a vibrant teaching atmosphere. Records and maintains accurate student attendance records and grades. Works in accordance with university behavior policy to set high standards and expectations for students.
- Tracks progress through assessment and reporting within own teaching groups. Monitors the progression of students in teaching groups.
- Took part in the Business College quality assurance – Attended and contributed to college meetings and weekly briefing – Worked as a team supporting teachers in spreading and sharing good practices.
- Took part in ELC quality assurance
- Interrogates other instructors and interprets relevant data to use as achievement tools.
- Engages in the self-review processes together with the college management.
- Part of Exam committee at Medical College (Girls)
- Taking classes of DCSCE with different diploma courses.
- Helping DCSCE students with 'We Care' classes.
- Head of Standard Committee-1 at Farasan University College
- Member of Quality Committee
- Member of Course report reports' Committee
- Member of Exam Paper Printing Committee
- Member of College Statistics and information committee
- Member of College training committee
- Member of College students' advising committee
- Academic Advice Member for Students
- Course Coordinator for the course Writing 2 Eng-223
- Course Coordinator for the course Drama Eng - 434
- Course Coordinator for the course Poetry Eng-337
- Course Coordinator for the course Writing 1 Eng-121
- Course Coordinator for the course Writing 1 Eng-121
- Course Coordinator for the course Writing 1 Eng-121

Education:

1992 **Masters in English (Literature)**
Kashi Vidyapith, Varanasi, India

1984 **Bachelor of English**
Magadh University, Gaya, India

Experiences:

Nov 2009 - till date **Language Instructor**
Jazan University (K.S.A.)

Apr 2007 to July 2009 **Assistant Teacher**
Al-Maarefah International School, Jizan,
(K.S.A.).

Seminars, Conferences & Workshops:

1999	Attended a seminar on “Indian writing in English:
Tradition	
	& Modernity" in Department of English, Aligarh
Muslim University	

1998	Attended a workshop on "Educational Technology" in Department of English, Banaras Hindu University, Varanasi (India)
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Year	Participated Online in Global English Test
2010	

2011 Jazan	Attended workshop on ‘Excellency of Teaching’ at E L C, University (K S A)
2013	Participated in ELC Information Technology short Course Certificate
2014	Attended a workshop on Academic Program Specification and Report
2016	Attended Propell workshop for the TOEFL iBT Test
2018	Attended training and workshops related to Eng-181course by Pearson’s
2019	Attended workshops and training program related to Eng-182 course by Oxford University Publishers
2021	Attended all Eli online workshops (Jazan University)
2022	Attended several workshops at Farasan University College and on Zoom Application
2023	Presented a workshop entitled <i>“Developing and Maintaining Students’ Interest: Teacher’s Role</i>
2023	Attended several workshops at Farasan University College and on Zoom Application
2024	Presented a workshop entitled <i>“How Learning a New Language Helps Brain Development”</i>
2025	Presented a workshop entitled <i>“Teaching Writing to EFL Students”</i>
2025	Attended several workshops at Farasan University College, Mahlia Campus and on Zoom Application

Personal Details:

Present Address: Hai-Al- Rawdah, Jizan (KSA) Mobile No. (0502368159)

Nationality	Indian
Passport Details	NA
Gender	Female
Marital Status	Married
Visa Status	Work Visa
Religion	Islam
Health	Excellent
Linguistic Proficiency	Fluent in English, Hindi, Urdu & Arabic(partly)