

# SAIRA WASEEM

Islamabad, Pakistan  
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## Personal Statement

An enthusiastic professional, always step ahead to excel in professional competency by working with diversified institutions and visionary people, which nurture the intellect and competence of individuals. Like to grow with the institution, prove to be an asset and a team player to achieve the institution's goal.

## Education

2003-2005 University of Azad Jammu & Kashmir, Pakistan  
*M.A English Linguistics and Literature*

• ***Thesis title: The Analysis of stylistics features in 'Surah Al Rehman***

2001-2003 University of Azad Jammu & Kashmir, Pakistan  
*B.A. English Literature*

1999–2001 Mirpur Board Azad Kashmir, Pakistan  
*Intermediate, higher secondary*

1997–1999 Mirpur Board Azad Kashmir, Pakistan  
*Secondary School*

## Major Courses M.A English

Phonetics and Phonology

Stylistics

TEFL

Grammar

Pragmatics

Discourse Analysis

Theoretical linguistics (Semantics

Literature (Novel, Poetry Prose,

Morphology, Sociolinguistic

Drama and History of English

Psycholinguistics, and Syntax)

Literature)

## Professional Experience

**2011-Present** Majmaah University, College of Education, Majmaah, SA

### English Language Lecturer

- Taught following courses: Pronunciation, Introduction to Literature, Phonetics and phonology, Introduction to linguistics, Grammar 2, Grammar 3, Reading 2, Writing 2, Advanced writing, Pragmatics, Poetry, Drama, Poetry
- Setting individual and group assignments and presentations
- Setting and Monitoring of Examination
- Occasionally carried out tasks for Quality Department

**2008 – 2011** Intercontinental College, London, UK

### Language Teacher

- Taught basic communication skills
- Planned lessons to a range of classes and age groups
- Set tests, examination papers, and exercises
- Provided appropriate feedback on oral and written work
- Participating in marketing events for the school
- Basic administration such as keeping student registers and attendance records for starters and leavers

**2005-2008** Yasir Public School and College, Pakistan

### English Language Lecturer

- Taught English at Graduate and post graduate level

- Set individual and group assignments and presentations
- Set and Monitoring of Examination.
- Tested current and prospective students for their language proficiency to determine the level of courses

#### Short Courses/ Certificates

1. **TEFL** (Teaching English as a Foreign Language)
2. **IELTS** (International English Language Test System), ESOL, Cambridge University, 6.5 score band
3. Six Months Diploma, in Computer applications, Microsoft Office, excel, outlook, Micro Tech. Institute of Computer Science

#### Workshops/ Trainings

1. **Two days training**, Mjamaah University, 04-05-01-1434: E-learning system and Tools
2. **Workshop**: Majmaah University, 25-01-1434, 09/12/2012: E-Learning in newly established Universities, Challenges and Views: Ethics of E-Learning
3. **Workshop**: Majmaah University, 27-01-1434: Integrating Thinking Skills in Teaching
4. **Workshop**: Majmaah University, 11/02/2013: Course description/specification and Course reports according to National Standards
5. **Workshop**: Majmaah University, College of Education, 02-11-1434, The quality in higher education, conducted by Dr. Norah Soyan,
6. Smart Board training, 2013

#### Achievements

1. Secured 1st division Except Matriculation throughout academic career.
2. Have won English debate competitions at College level

#### Skills & Capabilities

Language proficiency testing skills. .  
 Strong communication and interpersonal skills.  
 Ability to communicate with a wide range of people  
 Proficient in written and spoken English  
 Proficient in computer skills MS word, office, outlook, and excel  
 Proven ability to establish structure and discipline in a department  
 Excellent organization and time management skills  
 Exceptional ability to work well in a team  
 Working to deadlines

#### References

References are available on request

