## Picture 40533.jpgMujeeb

## Mujeeb.361958@2freemail.com

## Professional Summary

As you will note, my resume shows that I completed my Masters. My student teaching experience includes lesson development, assertive discipline techniques, student tutoring and student performance evaluations. I am confident that I can meet the requirements of a demanding teaching position and contribute in a positive manner to your scholastic objectives.

## Experiences

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| **Lecturer (English Language & Literature)****Classes: 8-12** | 4th Nov 2013 to 16th March 2017  |

at *Cadet College Skardu, Gilgit-Baltistan, Pakistan*

**Institution Profile**

Cadet College Skardu is a well known and well established institution of Gilgit Baltistan and all over the country Pakistan. This institution is a boarding institution where students come from all over Pakistan. A serving Brigadier of Pakistan Army runs this institution as the principal. This institution is the symbol of harmony because of the cadets from every part of country with different religions, sects and cultures. In Cadet College Skardu, a student gets admission for class 8th and passes out after taking exams of intermediate.

**Responsibilities**

* Preparation and delivery of daily lesson in the class
* Arrangement of activities in the class to improve four basic skills – Reading, Writing, Listening and Speaking
* Maintaining and recording the students’ performance in the class
* Arrangement of tests and scheduled exams for the evaluation of students
* Daily visit in the hostel of students to check their lay out and cleanliness in their rooms
* Weekly visit in the Mess to check discipline of the students while having meal
* Presence in the grounds during Game Time to supervise the students
* Presence in the hostel to supervise the studying students during Prep Time
* Participation in Co-curricular and Extra-curricular activities to supervise the students
* Guiding and counseling of the students in academics and disciplinary matters.

**Extra Appointments**

* Assistant House Master
* President of English Drama Club
* Member of Event Organizing Committee
* Member of English Debate Club

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| **Lecturer (English Language & Literature)****Classes: 9-12 & O-Level** | 29th Aug 2012 to 3rd November 2013  |

at *Army Public School and College System, Bahawalpur, Punjab, Pakistan*

**Institution Profile**

Army Public School and College System is a well known and established institution in all over Pakistan. It is a chain institution situated in all over the country with many campuses. Syllabus and Calendar of Events are monitored by Head Office of ASPACS under the administration of Pakistan Army.

**Responsibilities**

* Preparation and delivery of daily lesson in the class
* Arrangement of activities in the class to improve four basic skills – Reading, Writing, Listening and Speaking
* Maintaining and recording the students’ performance in the class
* Arrangement of tests and scheduled exams for the evaluation of students
* Participation in Co-curricular and Extra-curricular activities to supervise the students
* Guiding and counseling of the students in academics and disciplinary matters
* Directing managing the appointments of students to maintain discipline among the students

**Extra Appointments**

* Director of Proctorial Board
* In-charge of Students Affair
* Member of Event Organizing Committee
* Member of English Debates Club
* Member of English Society

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| **Subject Teacher (English Language & Literature)****Classes: 9-11** | 1st Oct 2011 to 28th Aug 2012  |

at *Moon System of Education and Colleges, Bahawalpur, Punjab, Pakistan*

**Institution Profile**

Moon System of Education and Colleges is a well known and well established institution in Bahawalpur as well as other cities of Punjab. This institution is being run by some experienced and devoted professors of the city. This institution is getting its fame in other cities as well. It has other campuses in different cities.

**Responsibilities**

* Preparation and delivery of daily lesson in the class
* Arrangement of activities in the class to improve four basic skills – Reading, Writing, Listening and Speaking
* Maintaining and recording the students’ performance in the class
* Arrangement of tests and scheduled exams for the evaluation of students
* Participation in Co-curricular and Extra-curricular activities to supervise the students
* Guiding and counseling of the students in academics and disciplinary matters

## Academics

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| --- | --- |
| **MA English (Linguistics)** | Aug 2012 |

at *Islamia University of Bahawalpur, Bahawalpur, Punjab, Pakistan*
English(Linguistics) which also includes contents of TEFL and Literature.

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| **Graduation** | Sep 2008 |

at *Islamia University of Bahawalpur, Bahawalpur, Punjab, Pakistan*
Major Subjects: Islamic History, Persian and Arabic

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| **Intermediate** | Sep 2003 |

at *Govt. Post Graduate College, Bahawalpur, Punjab, Pakistan*
Major Subjects: Islamic History, H&P Education and Arabic

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| **Matriculation** | Aug 2001 |

at *Govt. Abbasia Higher Secondary School, Bahawalpur, Punjab, Pakistan*
Major Subjects: Physics, Chemistry and Biology

## Skills

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| **Computer Operating and Microsoft Office** | Level: Expert |

*with Above 9 years of experience, Currently used*

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| **English Language Course** | Level: Expert |

*with Above 6 year(s) of experience, Currently used*

## Interests

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| **Teaching****Reading****Writing prose and poetry****Hiking****Stage performance****Sports** |  |

## Languages

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| **English** | Fluent - Wide Knowledge |

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| **Urdu** | Fluent - Full Knowledge |