

**MA English(TEFL)**

**B.ED (Eng. Teaching)**

**BBA (Mkt & Finance)**

**BA (English)**

Email: hamid.383660@2freemail.com

**PERSONAL DETAILS**

**Name : HAMID**

**Date of birth : 06/06/1984**

**Nationality : Pakistan**

**Marital Status : Married**

**Visa Status : Transferable Employment Visa**

**Driving License : UAE LTV License (Own Car)**

**OBJECTIVE**

A highly passionate, hardworking English teacher / Multiple Skills individual having Master degree in English(Literature / Linguistics ) along with Bachelor degree in Education (B.Ed) and Business Administration (BBA) / Bachelor degree in Arts ( BA)seeks English Teaching or any other suitable position

**QUALIFICATION**

**Degree Institute Year of Completion**

**MA (ENG) National University of Modern Languages 2012-2014**

**BA (English) Kohat University 2005-2007**

**B.ED Peshawar University 2015**

**BBA (Hon’s) / Mkt & Finance) Preston University 2005-2008**

**DIPLOMA & CERTIFICATE**

* TESOL Certificate in English teaching.
* Certificate of All Pakistan Inter Campus Debate Competition.
* MS Office (MS Word, MS Excel)
* Peachtree Accounting Certificate.

**WORKING EXPERIENCE**

Currently Working as an Administrative Assistant in Advance Vision General Transporting from

 23rd May 2018 till to date

**DUTIES & RESPOSIBILITIES**

* Assist in resolving any administrative problems
* Liaise with staff members and clients
* Listening to general complaints and solving them
* Maintain electronic and hard copy filing system
* Perform data entry and scan documents
* Open, sort and distribute incoming correspondence
* Schedule and coordinate meetings, appointments and travel arrangements for Manager
* Maintain office supplies for department
* Manage calendar for Managing Director
* Prepare and modify documents including correspondence, reports, drafts, memos and emails
* Answer calls from customers regarding their inquiries
* Run company’s errands to post office and office supply store
* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management

**WORKING EXPERIENCE**

Worked as an English Language instructor in Online Madrassa and Language Consultants from 01st January 2016 to 30th January 2018

**DUTIES & RESPOSIBILITIES**

* Planning, preparing and delivering lessons online via Skype to the student’s worldwide
* Preparing teaching materials for online teaching
* Helping pupils improve their listening, speaking, reading and writing skills via individual and group sessions
* Checking and assessing pupils' work.
* Organizing and running specialist courses
* Attending social events manually and online
* Answer student questions related to the course content
* Reply to student messages and respond them
* Respond to messages from peers and school administrators
* Grade student assignments and tests
* Assess student progress
* Get in contact with the students’ parents
* Solving students problems regarding the lesson and in general too
* Suggest new English Language programs to the management
* Maintain required records of the students
* Resolve technical or connectivity issues

**WORKING EXPERIENCE**

Worked in Kohat University as an English Lecturer from 01st March 2015 to November 2015

**DUTIES & RESPOSIBILITIES**

* To teach at undergraduate and graduate level in areas allocated by the Head of Department such as English Literature / Linguistics etc. and reviewed from time to time by the Head of Department
* To engage with the broader scholarly and professional communities.
* To supervise or assist with supervision of undergraduate, taught graduate (Masters) students
* To contribute to the development, planning and implementation of a high quality curriculum
* To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
* To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
* To participate in the development, administration and marking of exams and other assessments
* To participate in the administration of the department’s programs of study and other activities as requested
* To contribute to departmental, faculty and groups or committees as requested
* To maintain own continuing professional development.
* To train students how to improve their communication and presentation skills
* Engaging students in group discussions and logical communication process
* To provide pastoral care and support to students.
* To maintain an awareness and observation of fire and health and safety regulations

**WORKING EXPERIENCE**

Served as an English Lecturer in Institute Of Computer and Management Science College (ICMS College) from 01st September 2014 to 30thFebruary 2015

**DUTIES & RESPOSIBILITIES**

* Instruct students on interpreting literature and teach them the course given by the college.
* Create lesson plans
* Help students interpret literature and poetry
* Provide background on authors' life and works
* Teach students about the structure and content of the English language, including proper grammar, spelling, and sentence structure
* Create instructional resources for use in the classroom
* Plan, prepare and deliver instructional activities
* Create positive educational climate for students to learn in
* Meet course and College-wide student performance goals
* Create lesson plans and modify accordingly throughout the year
* Maintain grade books
* Grade papers and perform other administrative duties as needed
* Write grant proposals to gain funding for further research
* Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served
* Develop incentives to keep participants in class
* Develop professional relationships with other agencies and programs
* Work with program coordinators to ensure initiatives are being met
* Tutor students on an individual basis
* Establish and communicate clear objectives for all learning activities
* Observe and evaluate student's performance
* Manage student behavior in the classroom by invoking approved disciplinary procedures

**WORKING EXPERIENCE**

* Served as an Online English Instructor in Online Madrasa and Language Consultants from 01stFebruary 2011 to 30th Feb.2013

**DUTIES & RESPOSIBILITIES**

* Planning, preparing and delivering lessons online via Skype to the student’s worldwide
* Preparing teaching materials for online teaching
* Helping pupils improve their listening, speaking, reading and writing skills via individual and group sessions
* Checking and assessing pupils' work.
* Organizing and running specialist courses
* Attending social events manually and online
* Answer student questions related to the course content
* Reply to student messages and respond them
* Respond to messages from peers and school administrators
* Grade student assignments and tests
* Assess student progress
* Get in contact with the students’ parents
* Solving students problems regarding the lesson and in general too
* Suggest new English Language programs to the management
* Maintain required records of the students
* Resolve technical or connectivity issues

**WORKING EXPERIENCE**

* Served as a Marketing Executive in Business and Technology Education Center Dubai (BTEC) from 01stFebruary 2009 to 30March 2010

**DUTIES & RESPOSIBILITIES**

* Planning, developing and implementing effective marketing communication campaigns.
* Using the full marketing mix for the company’s marketing communications
* Making a proper Marketing Plan
* Monitoring competitor activity and generating leads for products and services.
* Understanding the product and customer profile and write thorough specs for each.
* Monitoring ongoing campaign spend against the budget, keeping accurate records and highlighting where variances occur.
* Producing an accurate summary of total spend at the end of a marketing campaign.
* Undertaking detailed ongoing analysis of marketing campaigns to ensure targets are met.
* Preparing and delivering marketing plans within key objectives
* Working with in-house designers to produce materials of visual impact and within brand guidelines
* Assisting in the production of ongoing competitor analysis and reporting, with particular reference to pricing, presentation and promotion.
* Attending staff meetings in head office (Dubai) on regular basis.
* Regularly interacts with marketing managers to receive information and updates about marketing activities.

**WORKING EXPERIENCE**

* Served as a Public Relation Officer in Walizada Traders from 01stMay 2007 to 30May 2008

**DUTIES & RESPOSIBILITIES**

* Planning, developing and implementing PR strategies
* Communicating with colleagues and key spokespeople
* Liaising with, and answering enquiries from customers, individuals and other organizations, often via telephone and email
* Preparing and supervising the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programs
* Devising and coordinating photo opportunities
* Organizing events including press conferences, exhibitions, open days and press tours
* Maintaining and updating information on the organization’s website.
* Managing and updating information and engaging with users on social media sites such as Twitter and Facebook
* Sourcing and managing speaking and sponsorship opportunities
* Commissioning market research
* Fostering community relations through events such as open days and through involvement in community initiatives
* Managing the PR aspect of a potential crisis situation

**WORKING EXPERIENCE**

* Served as a Broadcaster / EnglishPresenter in RADIO BURAQ from 01stJanuary 2005 to 01st January 2007.

**DUTIES & RESPOSIBILITIES**

* Researching topics and background information for items to be featured on the program
* Planning and rehearsing shows
* Writing, and sometimes memorizing, scripts
* Liaising with other members of the production and technical teams
* Introducing and hosting programs.
* interviewing guests in the studio, by telephone or on location;
* Playing music;
* Reading short news, traffic, sport or weather reports
* Providing links between programs
* Reading from a script or autocue, or improvising
* Keeping the program running to schedule, responding positively and quickly to problems or changes and improvising where necessary
* Within Radio, keeping in contact with the director and production team in the studio gallery, via ear-piece link
* Meet with the production crew to assess or review the broadcast and to plan the next broadcast after the broadcast

**COMPUTER SKILLS**

**Office Automation**

* + - MS Office(word, excel, power point)
		- Peach tree Accounting.

**Internet**

* + - Net Surfing
		- Internet Email, Web

**KNOWN LANGUAGES**

I am proficient in the following languages

* English (read, write, speak)
* Urdu / Hindi (read, write, speak)
* Arabic (read, write, speak)
* Persian ( Speak)
* Punjabi ( Speak)

**SKILL &ABILITIES**

* Excellent English Teaching Skills
* Excellent Class management and Controlling skills
* Flexible teaching skills
* Effectivepresentation, communication, Marketing, Management&writing skills.
* Self-motivated, discipline &goal oriented.
* Ability to work independently or under minimal supervision.
* Ensure timely, accurate reporting& progress toward organization goal.
* Multitasking, resilience,flexible and team player(Can do attitude).
* Safe storage of hard and soft copy of data
* Flexible with shift, ability to work overtime