Faiza Aleem

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Objective:

To utilize my pedagogical experience in order to help the youth realize their goals by equipping them with up to date knowledge, developing scientific attitude of mind and grooming their latent abilities through my association with a reputable organization.

Qualification:

- PhD Scholar at Department of English (GC Women University Sialkot)
- M.Phil. (Applied Linguistics) 2016, CGPA 3.74/4 (University of Management and Technology)
- M.A. English (Language & Literature) 2006, 2nd Div. (University of the Punjab)

Additional Courses: Diploma in TEFL, Allama Iqbal Open University, Islamabad, 2010.

Language Teacher Experience:

A) Taught MA BS and intermediate classes and presently teaching M.A. and B.S. (Hons) classes at Govt. College Women University, Sialkot (December 2011 to date)
B) Taught BA B.Sc. & Intermediate Classes at Leadership College Sialkot for about 3 years (2007-2009)
C) Taught BA and Intermediate Classes at Allama Iqbal Govt. college for Women Sialkot for the period of a session (2006-2007)

Highlights

- Proficient in designing course outlines and lesson plans related to English language
- Skilled in developing innovative classroom language activities
- Effective communication skills
- Adroit in monitoring student progress
- Sound organizational skills
- Proficient IT skills

Honours and Awards

- **Best Presenter** award in the workshop of Diploma TEFL through Allama Iqbal Open University, July 2010.
- **Resource person** of Allama Iqbal Open University's TEFL Program in Sialkot
- **Direct Selection** as Lecturer of English through Punjab Public Service Commission, December 2009
- **Direct Selection** as Assistant Professor of English through Punjab Public Service Commission, November 2017

Total Teaching Experience: 12 years

Courses Taught

Functional English	Study Skills
Introduction to philosophy	Pragmatics
Phonetics and Phonology	Semantics
World Englishes	Systemic Functional linguistics
Introduction to literature I/II	Modern Poetry
Classical poetry	Classical Drama

Workshops, Trainings and Seminars Attended:

- Attended a 3 day training on **E-Learning** at GCWUS (11th May-13th May 2020).
- Attended training on **How to use LMS and MS Teams** arranged by ITSC from 21-23 April 2020 at GCWUS.
- Attended a seminar on **Drug Abuse & Mental Health of Youth** arranged by Department of Psychology in collaboration with Anti-Narcotics and Health Profiling Committee on 16th December 2019 at GCWUS.
- Attended a seminar on **Decolonizing Education: Practices that Matter** arranged by Department of English on 25th Nov 2019 at GCWUS.
- Attended a lecture on **Designing Learning Interventions that Last** arranged by HEC at GCWUS on 7th November 2019.
- Attended a training on **Dynamics of Inspired Teaching** at GCWUS on 19th March 2019.
- **One Day Hands-on Training on Available E-Resources** at Govt. College Women University, Sialkot (GCWUS) on 24-04-2017
- Attended one-day training Under **'Faculty Development Program'**: A joint venture of GCWUS and HRDC Institute of Administrative Sciences, University of the Punjab, Lahore (23rd Jan 2017)
- Attended 2 day's **Office 365 Training** at GCWUS (Jan 2017)
- **One-week course of Entrepreneurship & Professional Grooming** by Higher Education Commission November 2016, GC Women University, Sialkot.
- **One day workshop on Procurement** by Mr. Qadeer from LCWU, Lahore, on 10th September, 2016, GC Women University, Sialkot.
- Participated in one-week course of **Research Methodology & Skills** by Higher Education Commission ELTR Phase II (2016), GC Women University, Sialkot (2016)
- **One day workshop on Managing financial affairs** by mr. Rao Muhammad Sharif on 3rd April 2016, GC Women University, Sialkot
- Attended a workshop on **Research Methodology** at GCWUS (2016)
- Attended a workshop on **IT Skills** at GCWUS (2016)
- Attended a Seminar on the topic of **Human Rights Education and Sensitization** (A project of Govt. of Punjab, Ministry of Human Rights) at GCWUS (2016)
- Attended Seminar on the topic: **Bardasht aur Rawadari ki Taleem Mein Urdu Zuban Ka Kirdar** at GCWUS (April 2016)
- Attended Seminar to **Honour Working Women of Punjab** arranged by Women Development Department, Govt, of Punjab. (2012)

Presentations/Trainings Conducted

 Conducted Level 2 Training of the faculty of English department at GCWUS on **How to Use LMS and MS Teams** from 18th May-21st May 2020.

 Resource person in a TOEFL Workshop: A project of Allama Iqbal Open University, Sialkot on the topic **"Teaching Vocabulary in Classroom"** (July, 2019)

 Resource person in a TOEFL Workshop: A project of Allama Iqbal Open University, Sialkot on the topic **"Effective use of Audio-Visual aids EFL in Classroom ", "Error Analysis in EFL Classroom"** (July, 2017)

 Assistant resource person in one-week CPD Course: A project of Learning Innovation Division, Higher Education Commission, Islamabad on the topic: **English for Academic Purposes (EAP)** from Jan 16-20, 2017

Miscellaneous duties Performed:

 Member website updation committee (2019-till date)

 Focal Person LMS for the department of English (2019-till date)

 Focal Person for Reserved seats(quota) in BS Admissions at GCWUS (2017-till date)
 Member of central Admission Committee at GCWUS (2016-till date)
 Member of Departmental Curriculum Committee (2016-2017)
 Acted as judge in Department of English' speech and drama competition on 24 Jan, 2017

 Member of Policy Manual Committee at GCWUS (2016-2017)

 In charge of BS English Program (Admission and two semesters) at GCWUS

 In charge Sociology Department at GCWUS (2015-2017)

 Worked as a member of admission committees, (BS Sociology, BS English (2015-till date)

 Worked in examination cell as deputy superintendent (2013-2015)

 Attended Chief Ministers' Debate Competitions as a judge in Narowal (2011)

Membership

 Member of Peace Society at Govt. College Women University, Sialkot (2017-to date)

 Member website updation committee (2019-till date)

 Focal Person LMS for the department of English (2019-till date)

 Focal Person for Reserved seats(quota) in BS Admissions at GCWUS (2017-till date)
 Former focal person and member of Anti-Narcotics & Health Profiling committee (2017-till date)
 Member of central Admission Committee at GCWUS (2016-till date)
 Member of the Policy Manual Committee at GCWUS (2016-2017)

 Member of Website editing and proofreading committee at GCWUS (2017-2018) Member of management team of Finishing School at Govt. College Women University, Sialkot (2015-2018)

 Resource person of the module Art of Communication taught in Finishing School at GCWUS (2015-2018)

Hobbies: Playing badminton, reading, writing, watching movies & listening to music.