

MUHAMMAD ASIF MALIK

MSc. (IR)/TEFL Certification

Al Fayha College, Street 18, Al Fayha District, Jubail Industrial City, Saudi Arabia

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Professional Summary

Dedicated and passionate lecturer of undergraduate level students with exceptional relationship building and communication skills. Extensive experience in academic affairs with proven teaching, guidance, and counseling skills. Possesses good presentation and communication skills with a focus on student learning and engagement. Ability to be a team player and well-versed in multi-tasking.

Core Skills

- ↳ Lesson Planning & Teaching
- ↳ Examination & Assessment
- ↳ Planning & Organization
- ↳ Modern Classroom Technology
- ↳ Strong Interpersonal Skills
- ↳ Excellent in Multi-tasking
- ↳ Learning Resources Management
- ↳ Project Management

Professional Experience

Lecturer / Coordinator, Learning Resources Unit (LRU)

(2019 – Present)

Al Fayha College

Jubail Industrial City, Saudi Arabia

- Develop classroom and coursework materials, homework assignments, and handouts.
- Focused teaching to enhance listening, speaking, reading, and writing skills of the students.
- Teach preparatory computing skills course to improve IT skills of the students.
- Prepare, invigilate, and grade exams including quizzes, midterm, and final exams.
- Course creation, modification, and management through LMS-Moodle.
- Supervise students' attendance and performance as per academic rules & procedures.
- Maintain complete and accurate records of students' progress.
- Editing of courses, programs and End of Semester Reports (ESRs).
- Preparation and editing of Undergraduate Bulletin.
- Collaborated with admission and registration department involving academic matters.
- Establishment of Library including library management system, acquisition & cataloguing of books, procurement of new books, library equipment and facilities in the library.
- Procurement of labs equipment and study materials.
- Deployment of Moodle Learning Management System (LMS) and management.
- Faculty recruitment involving job advertisements, short-listing, and interviews.

Researcher / Coordinator, Central Examination Centre of the University

(2011 – 2019)

University of Hafr Al Batin, Saudi Arabia

Formerly known as Affiliated Colleges at Hafr Al Batin (ACHB) of King Fahd

University of Petroleum & Minerals (KFUPM)

Saudi Arabia

- Member Academic Affairs Committee of the University of Hafr Al Batin
- Member Health, Safety & Security Committee of the University of Hafr Al Batin

- Prepared course materials such as syllabi, homework assignments and handouts
- Prepared, administered, and graded quizzes, midterm, and final examinations
- Preparation and development of university academic procedures and policies
- Coordination of university's seminars, training courses and workshops
- Management of faculty and academic courses evaluations by students
- Resource person to conduct university's quizzes, midterm, and final exams
- Ensure quality and security of examination materials and results
- Preparation, management, and dissemination of official communications
- Faculty and staff recruitment involving job advertisements, short-listing, and interviews
- Preparation and renewal of employment contracts, resignation, and termination of contracts
- Faculty database including faculty teaching load, overtime and leave matters

English Language Teacher (Part-time)

(2008 – 2011)

Premier Academy

Pakistan

- Preparation of classroom and coursework materials, homework assignments, and handouts
- Taught courses as per course outlines, recommended textbooks, and additional study materials
- Focused teaching to enhance listening, speaking, reading, and writing skills of students
- Responsible for ensuring that all students fully comprehend the taught curriculum and provided support to students who required extra guidance
- Prepare lesson plans, tests, quizzes, and an outline for coursework
- Organizing and delivering classroom lectures to students
- Ensure lesson plans are modified as and when needed
- Evaluating a students' class work and assignments
- Recording and maintain accurate student attendance records and grades
- Encouraging students to actively participate throughout class learning
- Helping students improve their listening, speaking, reading, and writing skills via individual and group sessions

Secretary

(2001 – 2011)

SAARC Human Resource Development Centre (SHRDC)

Pakistan

- Preparation of working papers & reports of meetings.
- Preparation, dissemination, and record keeping of official correspondence.
- Member secretary of monthly meetings on progress of activities of SHRDC.
- Secretarial and administrative support to conduct trainings, seminars & workshops.
- Boarding, lodging and logistic arrangements for meetings, workshops, and training courses.
- Compilation of SAARC Journal on HRD, newsletters, progress, annual & training reports.
- Compilation of database on Macroeconomic and HRD indicators in the SAARC Region.
- Coordinated regional recruitment of Professionals and General Services Staff (GSS).
- Shortlisting of applicants, interviews & preparation of Selection Committee Reports.
- Preparation of annual budget for submission to Governing Board for approval.
- Secretarial support for audit of official accounts and preparation of audit documents.
- Management of payroll, salary payment and gratuity funds.
- Maintain leave and overtime records and payment of overtime to staff.
- Preparation of reconciliation statements of bank accounts.
- Management of cashbook and bank accounts.
- Member procurement committee of SHRDC.

Education

- TEFL Certification, TEFL Org UK.
- Master of Science (International Relations), Preston University, Pakistan
- Bachelor of Arts (Group-General), Allama Iqbal Open University, Pakistan
- Bachelor of Arts, University of the Punjab, Pakistan

Short Courses/Certificates

- TESOL Methodology, OPEN, USA
- Learning Management System course “Moodle Teaching Basics”
- Learning Management System course “Moodle Basic Administration”
- Teaching English as a Foreign Language, TEFL Certification
- Project Management, The University of Adelaide
- Effective Secretary, KFUPM and MindMerge
- Interpersonal Skills, KFUPM and MindMerge
- Executive Diploma in English Language Proficiency, NRSP-IRM
- Training Course on “MS Office 2007), ALPH Consultants and Advocates
- Training Course on “First Aid”, Sultana Foundation
- “Duties and Responsibilities of Private Secretaries/Personal Assistants”, STI
- In-house Computer Training Course on “Network Administration” SHRDC

Conferences, Seminars, Workshops and Lectures

- Attended workshop on “Emergency Evacuation Drills of Buildings”.
- Organized and attended seminar on “Importance of Business Education in KSA”.
- Organized and attended seminar on “Challenges faced by Business in Saudi Arabia”.
- Organized and attended conference on “Gandhara – the Cradle of Buddhist Civilization”.
- Attended lecture on “USA Election Process” at Preston University, Islamabad, Pakistan.
- Organized and attended seminar in connection with millennium celebrations of “Ibne Sina”.
- Organized and attended conference on “Iqbal and Babur”.

Awards

- 1) Recipient of Preston University Academic Scholarship for Master of Science.
- 2) Role of honor award from Preston University.