

CURRICULUM VITAE

NOOR MUHAMMAD SHAH

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Date of Birth: 05.12.1978



OBJECTIVES

- Become part of a challenging team with the spirit of sincerity, dedication, commitment, and optimism.
- Impart quality education with utmost creative skills and modern practical methods and techniques.
- Make the students elite citizens of society by preparing them with intellectual and scientific thoughts of the age.

STRENGTHS

- Dedicated to teaching students.
- Patience with students.
- Strong communication skills.
- Sense of responsibility.
- Good teamwork communication.
- Professionalism.
- Sincere, loyal and respectful.
- Willing to accept challenges.
- Apt to welcome positive changes.

QUALIFICATION

- M.A (English) Department of English, University of Sindh, Jamshoroo, Pakistan. Year 2001.
- B.A (Hons) Department of English, University of Sindh, Jamshoroo Pakistan Year 1997-2000.

PROFESSIONAL QUALIFICATION

- B.Ed: Shah Abdul Latif University. Year 2008-2010. 1st Division.

PROFESSIONAL ACHIEVEMENT

**Working as a reviewer for International Journal of Sociology and Social Policy.
A UK based international research journal.**

EXPERIENCE

- ***Lecturer in English, November 2022, till now***
Al- Fayha College, Jubail Industrial City, Saudi Arabia.

Responsibilities

1. Teach English to the students of preparatory course.
 2. Everyday English Lab Classes.
 3. Conduct quizzes, presentation, listening and speaking test.
 4. Maintain the record of attendance and exam, on Moodle.
 5. Update management and the parents about the progress of the students.
- ***English Language Instructor, September 2020- April 2021. (SBC) English Language Institute, Under Royal Commission Jubail & Yanbu, Jubail Saudi Arabia.***

Responsibilities

1. Teach English Language with practical approach.
2. Online Teaching Due to COVID-19.
3. Conduct weekly Speaking e Portfolio & Writing e Portfolio Test via BLACK BOARD.
4. Weekly online In- Class Writing Task.
5. Listening activities, using PPT slides.
6. Maintain the record of daily attendance.
7. Maintain the grading system on the official website.

- ***English Teacher, October 2017-February 2020.***
Knowledge Inn Education System, Hyderabad, Pakistan.

Responsibilities

1. Complete English Language programs within the targeted time.
2. Student Centered Learning.
3. Ensure Healthy Competition among students.
4. Teach practically rather traditionally.
5. Prepare weekly tests to evaluate The Learning Outcome of the students.
6. Provide reports about the students to the management and parents.
7. Prepare the students for co-curricular activities like: debate competition and essay writing.

- ***Senior English Teacher, February 2019-August -2019.***
Army Public School & College SRC Hyderabad, Pakistan.

Responsibilities

1. Pay focus on each Student individually.
2. Prepare lesson plans for each class.
3. Teach the assigned courses within the given outlines and the textbooks. A teaching program with related skills: listening, speaking, reading, writing that makes the English Language learning more effective and result oriented.

➤ **Lecturer in English, November 2011-October 2017.**
Cadet College Sanghar, Pakistan.

Responsibilities

1. Deliver lecture with specific examples and general references that help students to understand the topics in a better way.
2. Ensure that along with education the cadets participate in Co-curricular activities, especially essay writing competition (worked as In charge Essay Writing Club)
3. Provide conducive environment to cadets and make them feel as if they are at home.
4. Arrange events for co-curricular activities at national level.
5. Visit divisions (hostels) and solve the academic queries of cadets (worked as Assistant Divisional Officer).
6. Understand the problems of staff and forward these problems to higher authorities for approval (worked as Secretary Staff Welfare Committee).

➤ **Lecturer in English, August 2001-July 2011.**
Army Public School & College Dadu, Pakistan.

Responsibilities

1. Impart quality education among different grades from 6 to 12 during different academicsessions.
2. The proper monthly and yearly breakdown of syllabus and ensure that it is applied properly.
3. The smooth running of syllabus with complete balanced pace of the students.
4. Prepare students for co-curricular activities.
5. Ensure fair conduction of examination and transparent preparation of result (worked as In-charge Examination Committee).
6. Prepare timetables; ensure proper and smooth conduction of classes; ensure proper conduction of morning assembly and create liaison between management and faculty (worked as Coordinator Senior Section).
7. Arrange meetings with parents to resolve the problems of the students and help studentsin becoming true learners.

References:

<p><i>Ghassan Al- Serakbi</i> Course Coordinator (English Department) <i>Al-Fayha College,</i> <i>Jubail Industrial City, Saudi Arabia.</i> <i>Email: sarakbi_gm@fayha.edu.sa</i> Contact No: +966503955042</p>	<p><i>Professor Niaz Hussain Abro</i> Director of Knowledge- Inn Education SystemHyderabad Pakistan E-mail: knowledge.inn@hotmail.com Contact No: +92 3332695263 +92 3003049551</p>
<p><i>Professor Muhammad Khan Sangi</i> Professor at Institute of English Language andLiterature. University of Sindh Jamshoro, PakistanE-mail: sangi_mk@yahoo.com Contact No: +92 3322673329</p>	<p><i>Dr. Rafique Ahmed Memon</i> Pro-Vice Chancellor, University of Sindh, Thatta Campus, PakistanE-mail: rafique.memon@usindh.edu.pk Contact Number: +92 3003796778.</p>