

# TAYYAB NAWAZ HASHMI

Lecturer

English Department College of Sciences and Humanitarian Studies Alkharj  
King Saud University

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## CAREER OBJECTIVE

*Seeking career in English Literature and Language Teaching, applying my professional skills, using latest trends in the field for personal enrichment and students improvement*

## PROFILE

- A hardworking Honest, meticulous, creative, and reliable professional
- To serve the institution and its interests to the fullest
- Able to work on own initiative or as part of a team
- Can deal with administrative duties competently

## EXPERTISE

- English Literature & Linguistics to Postgraduate students
- Business Communication & Business English to students of BBA, MBA, MIT
- ESL courses of IELTS, TOEFL & Special English Language Courses
- Compulsory English Language & Composition to CSS aspirant candidates

## PROFESSIONAL EXPERIENCE

*12 Years Experience of Teaching English Language, Linguistics and Literature*

*College of Sciences and Humanitarian Studies Alkharj King Saud University from Dec 2008 to date*

*Presently teaching at College of Sciences and Humanitarian Studies Alkharj as a lecturer in English Department.*

National University of Modern Languages, H-9, Islamabad from August 2002 to Dec 2008

- *Taught at NUML as Lecturer in Faculty of English Language, Literature & Applied Linguistics*

Nature of Job:

- ***Teaching Literature & Linguistics at Postgraduate level***  
**Classical Poetry, Drama, Prose & Short Stories, Phonetics & Phonology**
- Teaching English:
  - Language Skills (Reading, Writing, Listening, Speaking), Study Skills & Error Analysis at Foundation, Certificate, Diploma, & Advanced Diploma Levels
  - To Youngsters & Adults, both Males & Females,
  - To Pakistani & Foreign Nationals, especially Arab and Chinese students
- Teaching evening graduate & postgraduate courses, and special summer courses in English Language & Literature, IELTS and TOFEL
- Setting and evaluating the papers, invigilating & conducting examination of internal & external students at Master's level

Allama Iqbal Open University, H-8, Islamabad (Spring & Autumn sessions 2004)

- Teaching as Tutor in the Department of English Language & Applied Linguistics
- Courses taught at Graduate Level:  
*Functional English, Grammar & Phonology*

Army Public College, Rawalpindi Cantt, from 1999 to 2002)

- ***Taught English language Skills to Intermediate & Graduate students of English Language***
- Worked as controller of examinations
- Managing various departmental academic and co-curricular activities & functions

Pakistan College of Business Management, Faisalabad from 1995 to 1999

Nature of Job:

1. Taught Functional English and Business Communication to BBA, MBA students

2. Teaching students of varied qualification and age group learning spoken English
3. Coordinating the co-curricular activities
4. Devising the strategies to enhance the spoken language among the students

*The World of English Language, Rawalpindi. From 2000 to 2005.*

**Nature of Job:**

Worked as ELT master trainer and consultant

## **EDUCATIONAL QUALIFICATIONS**

*Have done Masters in English Linguistics and Literature from NUML with these subjects securing 1<sup>st</sup> Division:*

**Histories of English Literature & Language, Poetry, Drama, Novel, Literary Criticism, Prose, Historical & General Linguistics, Socio- & Psycho- Linguistics, Phonetics & Phonology, Grammar, Syntax, Semantics, Stylistics, Essay Writing, Micro & Macro English Language Teaching**

- **Did Master in English language and Literature from Islamia College Civil Lines Lahore, Punjab University 1991- 1993 with these subjects. Classical Poetry, Drama & Novel, Modern Drama, Novel & Poetry, Literary Criticism, Prose, American Literature, Linguistics & Phonetics, English Language Teaching**

*Post Graduate Diploma in Teaching of English as Foreign Language from Allama Iqbal Open University Islamabad securing 55% with these courses:*

*Psycho-Linguistics & Socio-Linguistics, Grammar & Phonology, EFL, Language Skills*

*Did Bachelor of Arts from Punjab University 1991 with these courses*

*Economics, Statistics, Persian, English Compulsory*

## **WORKSHOPS ORGANIZED/ATTENDED**

- Workshop on ELT at NUML, Islamabad
- Workshop on Extensive English Language Course for HEC Employees at NUML (Trainer/ Resource Person)

- 2 weeks course for Allied Officers at National Defense College Islamabad.
- International Conference on American Literature at NUML.

## COMPUTER SKILLS

- Participated and qualified as Master Trainer in Intel Teach to the Future Program. This program was designed to provide training to the teachers to make them able to use computer as an educational tool
- Can work in Ms Word, Ms PowerPoint MS Publisher, and use of Encyclopedia and Internet

## PERSONAL DETAILS

Date of Birth	10 - 8 - 1970
NIC No	33106 - 9582853 - 9
Marital Status	Married
Nationality	Pakistani
Permanent Address	Street# 9, Mubarikpura, Tandlianwala, District Faisalabad

## REFERENCE

- **Dr Saeeda Asad Ullah**  
Vice Chancellor  
Fatima Jinnah Women University, Rawalpindi
- **Dr. Rubina Kamran**  
Dean, Department of English-Graduate Studies  
National University of Modern Languages, H-9, Islamabad