

Sheeza Javaid

Personal Profile:

An efficient, committed and self-motivated person with a flexible and cheerful attitude. I have a genuine interest in teaching having ability to cope under pressure. I am a quick learner and always like to learn new things to enhance my teaching skills. I got excellent IT skills with an inspiration to use IT effectively in classrooms. Eventual goal is to become an efficient teacher who can facilitate the learning process in the best possible ways for learners.

Educational Career:

Qualification	Year	Institute	Grade
M.Phil (Applied Linguistics)	2018	University of Management & Technology	3.47 CGPA /A grade in thesis
BS (English Literature)	2011-2015	University of Gujrat	3.58 CGPA / A Grade
F.Sc (Pre Medical)	2009-2011	B.I.S.E Gujranwala	A+
Matriculation (Science)	2007-2009	B.I.S.E Gujranwala	A+

5 years of Work Experience:

University of Management and Technology, Sialkot (2019)

- Working as Visiting faculty.

Govt. College Women University, Sialkot (September 2016 — Present)

- Visiting English Lecturer and CTI.
- Experienced teaching minor (Research methodology, communication skills, Functional English) and major courses in BS English and other disciplines.
- Developed short and long range lesson plans.
- Conducted group and individual Reading and Grammar activities.

- Maintained a positive learning environment and an excellent student teacher interaction.
- Participated in faculty and HEC conferences.
- Collaborated with team members in other subject areas to create interdisciplinary curriculum.
- Organized and managed co-curricular activities, workshops, orientations and different functions for students of GCWU.

Govt. Allama Iqbal College (August 2015 — May 2016)

- Designated as English CTI.
- Taught English Subjects to the classes of Intermediate and BA/BSc/B.Com.
- Created lesson plans for each weekly lecture.
- Provided one-to-one assistance to students after class if needed.
- Motivated students to increase their passion for learning English.
- Developed and supervised tests and exams.
- Encouraged student participation in the classroom.

English Language Club (Nov 2013 — Oct 2014)

- English Language Instructor
- Prepared lesson plans for over 10 classes a week to accommodate students with varying English proficiency levels.
- Managed and supervised 40 students per class during collaborative projects to maintain an engaged learning environment.
- Nurtured students' ability to think critically by fostering discussion around controversial topics.
- Communicated with other teachers at weekly meetings to improve teaching curriculum.
- Conducted monthly student evaluations to provide feedback on strengths and weaknesses.
- Facilitated and trained students for the IELTS exams.

Trainings and Professional Development:

- Certified participant of workshop on "English for Academic Purposes" conducted by HEC in collaboration with GCWU, Sialkot for English Teachers.
- Certified Parallel moderator of International Conference on Current Practices in Literature and Linguistics ICCPL 2018.

- Certified participant of Entrepreneurship Ideas Workshop conducted by DELL in collaboration with GCWU, Sialkot.
 - Successfully performed the services as student consultant while working in student affairs team of GCWU, Sialkot.
 - Presented research paper in International Conference (ICDELL 2018) in Lahore.
 - Research paper selected for presentation in FC International Conference 2019.
-

Interests & Activities

- Travelling
- Music
- Reading Magazines
- Blogging