

Saadia Saba

saadiasaba@yahoo.com,

mehmoona941@gmail.com

Contact No: +923035200397

Address: House # DK 484, Dhoke Paracha,

Satellite Town, Rawalpindi

Career Objective

Aspiring for an academic platform to transform human mental capabilities into a pristine academics at the apex level.

Career Summary

- A self-made hardworking professional having 15 years' experience of teaching and taking examination at university level.
- Proficient in lessons planning and curricula development process, and exams duties.
- Extensive participation in seminars, declamations and extra-curricular activities.
- Quest for theoretical and practical knowledge of the subject.
- Special interest in delivering de-notational, co-notational and conceptual knowledge.

Personal Qualities

- Impartial human environment-working experience.
- Analytical and cognizable approach towards new theories.
- Workable communication maneuvering.
- Skill to explore the conceptual ambiguities of the learners.

Key Responsibilities Handled

- Employing different teaching methods, incorporating audio and visual activities to address all learning styles.
- Providing individualized instruction to keep all students at expected skill level.
- Meeting with parents to discuss progress and address students' behavior or mastery issues.
- Developing discipline plans and work closely with at-risk students.

- Developing scheme of studies and detailed outlines for M. A & M. Phil English, and functional English, communication skills, and research and academic writing courses for all other degree programs such as MBA, MCS, BBA (Hon), BCS (Hon), BS Education (Hon), and M. Phil Islamic Studies and others.
- Proof reading research articles and theses of various fields, and evaluated synopsis and theses of M. Phil Linguistics in English.
- Incharge of Seminar and Events Club of department of English at Federal Urdu University of Art Science and Technology

Computer Knowledge

- Proficient in basic use of computer.
- Internet Savvy.

Seminars/ workshops

- Attended many seminars during academic and professional career.
- Successfully organized many seminars and workshops for English Department during my Masters at IIUI.
- Successfully organized Board of Studies meetings of English Department at MIU.

Achievements

- Hafiz-e-Quran from International Quran Academy chandani chock Rawalpindi in 1999.
- Hadith from Dawa Academy; International Islamic University Islamabad Pakistan 2000.
- Commencement of English Department at Mohi ud Din Islamic University AJK in 2015

Work Experience

- Working as Lecturer (contractual) in department of English at Federal Urdu University of Art Science and Technology from fall 2022 till to date.
- Working as Lecturer (visiting in CS department) in Federal Urdu University of Art Science and Technology from 2010 to Feb 2015 then Oct 2019 to Fall 2022
- Worked as Lecturer (visiting in NIPS) in Quaid e- Azam University Islamabad in Fall 2022

- Worked as Lecturer in Mohi ud Din Islamic University AJK from March 2007 to Jan 2019
- Worked as a Lecturer (visiting in Education department and UIT) in Pir Mehr Ali Shah University of Arid Agriculture Form Oct 2010 to Jun 2020.
- Worked for NTS as content developer, peer reviewer, and evaluator from 2010 to date.
- Worked as English teacher in Government Degree College B Block, Satellite Town RWP from Oct 2008 to Nov 2009.
- Voluntarily worked as an English teacher to teach English to students of physical education department in Post Graduate College for Women 6th road Rawalpindi form Nov 2006 to April 2007.
- Worked as English Teacher (replaced a teacher who was on study leave) in Fazaia Intercollege Jinnah Camp from Aug 2006 to Nov 2006.

Qualification

- MS/M. Phil Linguistics (English) from Foundation University Rawalpindi Campus in 2018.
- M.A. English Language & Literature from International Islamic University, Islamabad in 2006.
- B.A Govt. College for Women, B Block St. Town, Rawalpindi in 2002.

Profession Education

- B.Ed. from Allama Iqbal Open University, Islamabad
- Certificate in English Language from National University of Modern Languages Islamabad
- Pakistan Computer Bureau Islamabad Pakistan, Basic IT Training For Teachers
- English Composition from Duke university online
- Academic writing form university of California Irvine online
- Corpus Linguistics Lancaster University online
- National Testing Service Islamabad Pakistan, Test Item Construction Techniques

Research/Area of Interest

- Lexical choices and their tone in effective official communication: a corpus study.
- Official Communication
- Corpus Linguistics
- Politeness
- Dilemmas of Pakistani researchers

Language Competency

- **Languages Known:** Punjabi, Urdu, and English

References

When required