

Saba Qadir

OBJECTIVE | To utilize my skills, knowledge and education in a dynamic organization to provide high quality teaching and education to fulfil organizational and individual goals and objectives.

**SKILLS &
ABILITIES**

- Ability to establish and maintain good working relation with people from diverse backgrounds.
- Problem-solving attitude.
- Analytical & Strategic thinker.
- A team player.
- Quick learner.

EXPERIENCE

**National University of Computer & Emerging Sciences,
Main Campus (FAST) (August 2019 till August 2020)**

Position: English Lecturer, visiting

Course: English Composition & Comprehension skills

Course : Communication & Presentation Skills

- Encouraged students to participate in class by establishing student centered approach to teaching.
- Participated in regular staff meetings with administrators.
- Prepared innovative classroom activities to reinforce concepts covered in textbooks.
- Ensured that students received an appropriate feedback during their participation.
- Established effective communications with students
- Prepared quizzes and practice tests to check the progress of students

Karachi Institute of Economics & Technology (PAF KIET)

Position: English Lecturer Visiting (September 2021- January 2022)

Course: English Proficiency

- Create lesson plans for students



- Grade student essays and tests
- Ensure that the classroom stays orderly
- Encourage students to read out loud in class
- Create tests for students
- Assign essays and homework to students
- Assign books for students to read

National University of Modern Languages (NUML) (Feb, 2015- Till date)

Position: Lecturer in English

- **Currently teaching MA ELT classes alongside PGD TEFL&BS English Classes.**
- Courses taught:
 - Linguistic Approaches to Literature
 - Practice and techniques of language teaching
 - Skills of English language
 - Composition and writing skills
 - Computer assisted language teaching
 - Teaching literacy/oracy skills
 - Testing and evaluation
 - Semantics & Pragmatics
 - Discourse Analysis
 - Critical Discourse Analysis
- Composing question papers for examination and their correction.
- Preparing and conducting tests, examinations, and presentations.
- Organizing workshops for students on variety of topics
- Marking and providing appropriate feedback to oral and written work.
- Devising, writing and producing new materials including audio visual resources.
- Basic administration, such as keeping student registers records.

**PROFESSIONAL
DEVELOPMENT**

- SPELT (29th, 30th, 31st, 32nd & 33rd) International Conferences
- ICLAP 3rd International Conference
- Understanding and utilizing digital library resources by NUML

University Islamabad

RESEARCH PAPER PRESENTATION

- “Vocabulary Learning Strategies employed by ESL learners”
Presented at Annual ELT conference, October 28,2017

EDUCATION

MS AL;
MA ELT;
ICELT ;
BSc ;

NED University of Engineering & Technology
National University of Modern Languages
Cambridge University
P.E.C.H.S. College Karachi