

# S. M. Salman Anees

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**CAREER GOAL:** Looking for an English language and business studies teaching position in a progressive institute, where my skills, qualification and knowledge can be utilized.

## PERSONAL SUMMARY:

An articulate qualified professional who is able to effectively communicate with students/ teachers and with other staff from diverse backgrounds or varying degrees of ability. A committed and dedicated professional with a proven ability to teach, manage, motivate and direct students and teachers to maximum performance by encouraging a positive and energetic environment.

## AREAS OF EXPERTISE:

- English Language Teaching & Strategies
- Classroom Observation & Reflection
- Management & Coordination Skills
- Business & Managerial Communication
- Management Studies & Research Skills
- Classroom Management, and Control, etc.

## CAREER STATEMENT:

I feel that my greatest strengths are my ability to understand and meet the needs of individual learner and learner differences. Having a clear understanding of the importance of confidentiality and being able to provide a stimulating, caring and consistent environment for pupils.

## CAREER HISTORY:

**Readers' Club of English Language**  
English Language Teacher (2010-2012)

**Yousuf Institute of English Language** (2010- Present)  
Functional English, IELTS, TOFEL, TOEIC, PTE-  
Academic, OET, and CSS English, etc.

**Unibroad Holding Plc, RTS- Manager Admin, Dubai** (2014-2016)  
Job Description: ELT research and workshops, and provide support to other business concerns, etc.

**National University of Modern Languages** 2019- Present as **Senior English Lecturer**  
**Courses:** Essay Writing, Teaching Grammar and Vocabulary, Phonetics and Phonology, Stylistics, General Linguistics, TLS, TLLC, ESP- Business communication, Entrepreneurship, Material development and AV Aids, LPMT, Pragmatics & Semantics, Popular Fiction, English Certificate and Diploma courses (Reading, Writing, Speaking and Listening skills), and Advanced Research Methods, etc.

**Iqra University (IUNC) 2017 -2019**

**Visiting Faculty:** Basic and Functional English, Oral and Communication Skills, and other Business studies subjects, (Principal of Economics, Marketing, Management, Supply Chain Management, Logistics, Procurement, and Operation strategies, etc.

**Karachi University:** 2019-2022 **Visiting Faculty**, English Studies & Communication Skills, Department of Public Administration.

**Bahria University:** 2019- Present **Visiting Faculty**, Functional English & Communication Skills- Department of Software Engineering.

**Salim Habib University :** 2021- Present **Visiting Faculty**, Applied Business Communication & Presentations Skills, etc. Department of Management Science, weekend MBA.

## ACADEMIC & PROFESSIONAL QUALIFICATIONS:

2017-2018, **M.Phil.** Applied Linguistics (**Iqra University**) **HEC** Attested.

2016-2017, **ICELT**, ESOL Examination, **University of Cambridge** (SPELT)

2010-2012 **MBA**, Supply Chain Management (**Iqra University**) Morning Program, **HEC** Attested.

2009-2012, **MA** English (Literature & Linguistic) **Karachi University**, Evening Program

2006-2008, **B.COM**, College of Commerce & Economics (**University of Karachi**) **HEC** Attested.

2004-2006, **I.COM**, College of Commerce & Economics

2004, **SSC Examination**, Mighty Minds' Academy

**COMPUTER SKILLS:** Advanced Diploma in Computerized Accounting: **Master in Computerized Accounting** (Peachtree, Tally, MYOB, SPSS, QuickBooks, Quicken, Sage, MS-Office, etc.) From **E-Sharp Institute**, Reg. No : MCA/06-07-015, S.NO : 0972, Dated: 10<sup>th</sup> June 2008.

## Personal Information:

DOB: 21-July- 1988, Residence: Karachi, CNIC# 42101-4461763-5, Religion: Islam

Reference will be provided on demand.

