

BIBI ARUMA
MA (English), M. Ed
Islamabad, Pakistan
Contact No: +92 331 507 9009
Contact Land line +92 51 568 3363
E-mail: arumamubeen81@gmail.com

CAREER OBJECTIVE

To be able to accomplish a responsible position in **Reputable Educational Institute** where my skills, capabilities, experience and accomplishment will allow myself for the opportunity related with career expertise and also to be able to exceed to the high standard of professionalism & quality service for the organization I may be associated with.

PROFILE

- Having more than 13 years of teaching experience in **National University of Modern Languages, Islamabad Pakistan**
- Having huge experience of teaching **Masters and BSML and BS Honours** to the students of various origins like **Pakistanis, Arabic, Chinese, Japanese, Turkish, Korean, Iranian and Africans**
- Professionally qualified and having **MPhil in English Linguistics, Masters in Teaching English as a Foreign Language, Masters in Education** as well as **Masters in English Language and English Literature**
- Gained knowledge & skills in teaching and attended various courses and related diplomas.
- A seasoned professional who is a fast learner, adaptable in any assigned task, and expert in prioritizing duties.
- Dedicated team leader with excellent analytical, problem solving, organizational, supervision, coordination, and time management skills.

CAREER PROFILE

Lecturer, National University of Modern Languages, Islamabad Pakistan (**Jan 2007 onwards**)

PROFESSIONAL QUALIFICATIONS

2020	PhD in Linguistics National University of Modern Languages, Islamabad	(enrollment)
2019	MPhil in Linguistics National University of Modern Languages, Islamabad	1 st Division
2015	Masters in TEFL Allama Iqbal Open University, Islamabad	1 st Division

- 2010 **Masters In Education (M. Ed)** **1st Division**
Allama Iqbal Open University, Islamabad
- 2005 **Masters in Arts (English Language and Literature)** **1st Division**
National University of Modern Languages, Islamabad
- 2006 **Bachelors in Education (B.Ed)** **1st Division**
National University of Modern Languages, Islamabad
- 2003 **Bachelors of Arts** **2nd Division**
The University of Punjab
- 2001 **Faculty of Arts** **2nd Division**
Federal Board of Intermediate & Secondary Education, Islamabad
- 1999 **Matriculation** **1st Division**
Federal Board of Intermediate & Secondary Education, Islamabad

TEACHING EXPERIENCE:

- **Lecturer in English Department: National University of Modern Languages (NUML) Islamabad, Pk.** **(23rd January 2007- to-date)**
- **Conduct Biannual Placement Tests and Interviews(NUML)**
Conducted workshop on writing skills to Faculty Members (NUML)

ADDS ON QUALIFICATION

- **Office Automation Course** from National Institute of Electronics, Islamabad **(2007)**
- **One year International Diploma in Montessori Teachers Training** from Skill Development Council, Islamabad, **(2006)**
- **Short Orientation Course “Introduction to Montessori Method of Teaching”** from Bilquis College of Education for Women, Rawalpindi **(2006)**
- **One Year Islamic Correspondence Course** from Da’wah Academy of International Islamic University, Islamabad **(2003)**
- **Special Diploma Course in English Literature** from National University of Modern Languages, Islamabad **(2002)**

EXTRA CURRICULAR ACTIVITIES

Attended **Faculty Development Workshops** in NUML with collaboration of UNT

Attended workshop on **Writing Skills in 2014** which was held in NUML with collaboration of University of North Taxes

- Attended **28th International ELT Conference 2012** of **Society of Pakistan English Language Teachers** which was held in collaboration with **Oxford University Press and OPF Girls College Islamabad** Pakistan
- Attended **26th International ELT Conference 2010** of **Society of Pakistan English Language Teachers** which was held in collaboration with **Oxford University Press and Fatima Jinnah Women University Rawalpindi** Pakistan
-

PERSONAL DETAILS

Father's Name	:	Muhammad Suleman
Nationality	:	Pakistani
Date of Birth	:	3 rd Dec 1981
Status	:	Married
Languages Known	:	English & Urdu

REFERENCES

Can be furnished as and when required
