

Curriculum Vitae

Name: Memoona Hakeem
Place of Birth: Charsadda
Nationality: Pakistan
Date of Birth: 01-April-1988
Religion: Islam
Teaching Experience: 08 years (2011---2019)
Field of specialization: English Language and Literature
Present Address: Village: Warijun,
Tehsil/District: Mastuj (Upper
Chitral, District: Chitral
Mobile No.: 0336-9613930
E-mail Address: memoonahakeem@fu.edu.pk



Career Objectives:

To become a part of a dynamic group where I could further explore my skills and capabilities; to serve in a challenging work environment; and gain equally vast opportunities of career development based upon achievements and results.

EDUCATION/TRAINING (From Matric Onwards)

Date	Name and location of institution of learning	Certificate/ Academic Degree	Division/CGPA	Main Field of Study
2004	Usmania Public High School, Charsadda	SSC	1 st	Science
2006	Government Girls Degree College, Charsadda	HSSC	1 st	Science
2009	Shaykh Zayed Islamic Centre, University of Peshawar	B.A (Hons.)	1 st 3.6 CGPA	English Literature and Social Sciences
2011	University of Peshawar	M.A	2 nd	English Literature/Linguistics
2012	University of Peshawar	B.ED	1 st	Education and Teaching
2018	IMSciences, Hayat Abad	MPhil	3.6 CGPA	English Language and Literature

Teaching Experience:

S.no	Designation/Title	Date		Name of Organization where working or worked	Brief description of job
01.	Lecturer	March 2019	Till Present	FATA University	Lecturer in English
02.	English Language Instructor	February 2019	Till Present	FATA University (English Works, US-Project)	English Language Teaching
03.	Lecturer	September 2018	February 2019	Higher Education Department	Lecturer in English
04.	Lecturer	February 2018	August 2018	Institute of Management Sciences (English Works, US-Project)	Communication & Presentation Skills/Employability Skills
05.	Lecturer	February 2018	June 2018	CECOS University, Hayatabad	Lecturer in English
06.	Lecturer	January 2014	December 2017	Department of English and Applied Linguistics, UOP	Lecturer in English
07.	English Language Instructor	January 2016	August 2016	Shaheed Benazir Bhutto Women University, Peshawar (Access Microscholarship Program-US-Project)	English Language Teaching
08.	English Language Instructor	October 2013	September 2015	Institute of Management Sciences (Access Microscholarship Program-US-Project)	English Language Teaching
09.	Lecturer	September 2012	January 2014	University of Engineering and Technology, Peshawar	Lecturer in English
10.	Lecturer	2012	2013	Islamia College University, Peshawar	Lecturer in English
11.	English Language Teacher	2013 (12 Days Course)	2013	Edwardes College, Peshawar (English Immersion Program)	English Language Teaching
12.	Lecturer	September 2011	April 2012	Ayesha Institute of Modern Sciences (AIMS)	Lecturer in English

Certification/Courses:

- **English Works and Employability Skills Training:** This training helped me in learning new strategies for communication and employability skills teaching. It introduced me to 21st Century skills, and various innovative ways to teach English in an effective way. The trainer Efrain Diaz is a Multi-language learner, Educational Consultant, and Professional Development Trainer.
- **English Language Teaching (ELT)**, a workshop attended with US EMBASSY and Read foundation, in Islamabad.
This workshop added a lot to my knowledge of teaching techniques. Furthermore, it enhanced my knowledge as how to train school/college teachers.
- **One Year Diploma Course in Computer Science (DCS)**
This course helps me in using computer for various academic and non-academic purposes. I consider computer knowledge very important for a teacher in 21st Century. A teacher can take a lot of benefit from different internet sources in order to improve him/herself and get updated with knowledge.
- **Certificate of participation as a Guest Speaker** in National Seminar on “Ghani Khan as an Artist and Philosopher”.
- **Certificates of Appreciation** for participation in various co-curricular activities, like Debate, Drama, Naat, Quiz, and Interactive Theatre.
- **Certificate of English Language Teaching** for two years in *Access Micro scholarship Program*.
This experience helped me in English Language Teaching by employing activity based methods in classroom. I conducted interactive sessions based on the basic modules of Language, i-e Speaking, Listening, Writing, and Reading. I also participated in different workshops that further enhanced my language teaching skills.
- **Integrating the Internet into Classroom**
This was a four months online course about how to use internet in classroom. It introduced me to some of the best online sources that help me in learning and teaching English.

ACADEMIC/PROFESSIONAL ACTIVITIES:

- Member of ICSS (Islamic Centre Student Society, UOP)
- Member of SOLC (Supported opening Learner Centre, UOP)
- Producer and Director of Literary Stage Drama in GGDC Charsadda, and University (UOP).
- Class Representative in the Department of English, UOP
- Event Organizer in University of Peshawar/AIMS/IMSciences/SBBWU, Peshawar..
- Speaker in National Seminar (UOP): Ghani Khan as a Philosopher
- Participant in various workshops in IER (Institute of Education and Research) UOP
- Speaker in various academic sessions, in ERCP (Eleanor Roosevelt Corner Peshawar), Shaheed Benazir Bhutto Women University

Areas of Interest/Subjects Studied:

- English Language/Linguistics: Linguistics, English Language Teaching (ELT), Language and Communication, Functional English, Business Communication, Intercultural Communication Theories
- English Literature: Eco-Criticism, Post-Colonialism, Philosophy and Critical Thinking, Modern Critical Theories, Analytical Psychology.
- General Subjects: English, Political Science, Philosophy, Computer Science, Islamic History, Comparative Muslim World, Basic Sciences
- Education: School & Classroom Management, Curriculum & Instruction, Evaluation Techniques, Educational Psychology, Methods of Teaching English

References

- 1. Dr. Amjid Saleem**
Assistant Professor
Department of English, UOP
0334-8863768
- 2. Dr. Shuja Ahmad**
Associate Professor
Department of Philosophy, UOP
0334-9169871
- 3. Dr. Muhammad Ismail Wali**
Assistant Professor
Institute of Management Sciences