

Numrah Mehmood

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Career Objectives

An enthusiastic and disciplined person, a lecturer for teaching English (language and literature) and share my knowledge for the improvement of students and growth of the organization.

Education Summary

- Completed M.Phil English (Language and literature) and received my degree from Forman Christian College (A Chartered University) in Nov. 2016 with 3.382 CGPA.
- Completed M.A English and received degree from Forman Christian College (A Chartered University) in Nov. 2008 with 3.647 CGPA.
- Completed B.A with English lit. and Social Work from Queen Mary College in 2006 with 524/800 marks.
- Completed F.Sc with Biology, Physics and Chemistry from Govt. Islamia Cantt. College for Women in 2004 with 737/1100 marks.
- Completed matriculation with science subjects from Pakistan Railway Girls High School in 2002 with 674/850 marks.

Career Summary

- Currently serving as a lecturer in Department of English Language and Literature at Kinnaird College for Women (16th Aug 2017 to date)
- Part of 2nd APEX Cohort (America Pakistan exchange program) (2024)
- Research Trainer for USEFP program in Kinnaird (2023)
- Worked as a sub-examiner with BISE (2022)
- Worked with PMDC as a question paper setter in 2022
- Unofficial M.Phil coordinator 2014-2016 although the post was officially announced from 2015 to onwards but being the part of the first batch of the post-Grad program helped every instructor reach the students and volunteered for the student-teacher coordination regarding curricular and co-curricular activities.
- Taught a Fall semester at University of Central Punjab (UCP) from Oct. 2015 to March 2016. The quality time spent trained me as student-oriented and having expertise in handling student queries which polished my experience as a Lecturer. Proficient in developing skills in students and provide them a growing path.
- Taught at Punjab Group of Colleges from July 2009 to February 2012. Outstanding track record in assuring student success. Trained to handle a class of 40+ students.
- Conducting weekly and monthly assessment tests to check the performance and improvement of the students.
- Teaching them using various audiovisual instruments like projectors and authentic internet resources etc.

- Preparing monthly and quarterly assessment test papers.
- Making the reports of the students.
- Maintaining the class data as per lecture.
- Responsible for maintaining their attendance records and updating to the admin accordingly.
- Coordinating with the other faculty members for lecture adjustments if required.
- Handling other disciplinary responsibilities in case if required.
- Attending the meetings and presenting the class reports.
- Suggesting to the management if required in teaching or any other activities.
- Member of the event organizing committee of the college.
- Motivating students for participating in various activities.
- Worked at Forman Christian College (A Chartered University) twice for a period of four months in 2008 while a teacher went on maternity leave and the other got married.
- Worked as a teaching associate with Dr. Fawzia Afzal-Khan for the duration of a semester and received the training for organizing small workshops and learnt to comply with administrative policies.

Awards and Achievements

- Co-authored and got a paper published in a Y category journal (JDSS)
- Got the chance to present my research paper in the 2nd International Conference by ICPWE
- Conducted a research workshop for M.Phil students at Kinnaird College for Women
- Has been selected for highly qualified Pakistanis registered with National Talent Pool, Ministry of Federal Education and professional Training since 2008 to-date.
- Secured second highest CGPA among the first batch of M.Phil English (2014—2016) at Forman Christian College (A Chartered University).
- Wrote a book review and got it published in the prestigious research journal named JELLS by English Department of Forman Christian College (A Chartered University)
- Awarded M.S Bhatti gold medal for highest CGPA in M.A. in 2008.
- Received the honor of cum-laude for the highest-scoring CGPA among the university students in 2008.
- During M.A English (2006—2008) given the highest scores in the first two semesters, was selected for an opportunity to work as a very first teaching associate in the history of English department in 2007.
- Owing to high first division in B.A., has been awarded with role of honor in 2006.

Key Skills

- Proficient in the use of computer and other audio-visual tools like power-point, projector and online portals as well as internet savvy.
- Good explanation skills.
- Persuasive skills.
- Good verbal and written communication skills.
- Initiator.
- Enthusiastic and hard working.

Hobbies and interests

- An avid fiction-reader
- Love exploring new places
- Like music
- Enjoy cooking
- Interested in learning new AI tools and digital education

Personal Details

Date of birth: 22-12-1986

Marital status: Married

Religion: Islam

Languages known: can read, speak and write these three languages with near-native command English, Urdu and Punjabi

References

Will be provided upon request