

MUHAMMAD SARMAD

+92-333-9552948

msarmad1395@gmail.com

muhammad.sarmad@vu.edu.pk



OBJECTIVE

Seeking a dynamic workplace where I can use my professional skills and abilities to expand productivity and the name of the organization.

PERSONAL

Father Name : Muhammad Riaz Shaheen
Date of birth : 01-08-1995
Religion : Islam
CNIC : 38403-6454212-7
Nationality : Pakistani
Domicile : Bahawalnagar (Punjab)
Marital Status : Married
Postal Address : House No G-91, Street No 5 Green Villas near
Madina Town, Adiyala Road Rawalpindi, Punjab Pakistan

ACADEMIC QUALIFICATION

DEGREE	YEAR	GRADES	INSTITUTES	BOARD/UNIVERSITY
MS/M.Phil. English	2019- 2023	3.55 CGPA	Faculty of Languages and Literature, IIUI Islamabad	International Islamic University Islamabad
BS- ENG/MA	2015 - 2019	3.45 CGPA	Faculty of Languages and Literature, IIUI Islamabad	International Islamic University Islamabad
FSC	2012 -2014	A	Military College Murree	RBISE
MATRIC	2010- 2012	A+	Military College Murree	RBISE

LANGUAGES

English, Urdu, Punjabi, Arabic.

TEACHING EXPERIENCE

- Currently serving as Instructor / Tutor at the department of English, *Virtual University of Pakistan* (March 2021 to present)
- Served as Lecturer of English (School, College, and graduate level) at *Modern College of Commerce and Sciences Lalkurti Campus, Rawalpindi* from January 2019 to March 2021.
- Served as Visiting Lecturer of English at Department of Urdu and English at *International Islamic University Islamabad*.
- Served as Visiting Lecturer at *Iqra University (Islamabad Campus)*
- 1.5 years teaching experience at *Brainstorm Foundation Academy I-10 Branch, Islamabad*.
- 1 teaching experience at *Glow Educational Academy, Harley Street, Rawalpindi*.
- Professional Tutor of English and Science Subjects (2016 to 2023)
- 6 Months experience at *The Educators (Capital Campus G-11 Branch) Islamabad* as Senior School Teacher of English (2018).
- 6 months Voluntarily teaching at *Askari Public School and College Rawat, Islamabad* (2016).

ADDITIONAL COURSES/ ACHIEVEMENTS

- Completed E-Teacher Global Online Course for English Language Professional titled, **TESOL METHODOLOGY** from **University of Maryland Baltimore County, USA with 97.6 % marks**. The course has been facilitated by Regional English Language Office (RELO) Pakistan (Fully Funded by U.S. Embassy)
- Participated in an Online Certificate course on **Digital Tools for Teaching and Learning** arranged by Empowerment Development and Growth Evolution (EDGE).
- **Arabic Language Certificate** from International Islamic University Islamabad
- Remained active in Co- curricular and extracurricular activities at school and college level
- Received many certificates for Qir'at and Debate at School and College level
- Scout at *Punjab boys Scout Association, Ghora Gali Murree*
- Certificate Holder for *Social Services* at Punjab Boys Scout Associations, Ghora Gali Murree
- Received laptop from PM Nawaz Laptop Scheme.

SEMINARS/ SYMPOIUM/ VOLENTEER ACTIVITIES

- Conducted different seminars on Academic writing, teaching English to secondary and intermediate level at *English Literary Society, IIUI Islamabad*
- Moderated the Conversations of well-known literary personalities at English Literary Society, IIUI and *Contemporary Poetics Forum, Department of English, IIUI* like Prof. Masood Ashraf Raja, Akhtar Raza Saleemi, Farrukh Nadeem, Ravish Nadeem, Mansoor Afaq, Dr. Sibghatullah Khan, Mustansar Hussain Tarrar etc.
- Attended different seminars, conferences and symposiums at *Allama Iqbal Open University Islamabad, British Council Islamabad and Society of Pakistani English Language Teachers (SPELT)*.
- Attended Symposium titled ‘Shakespeare, Remembrance and Relevance in Contemporary World’ held at Iqbal Hall, IIUI Old Campus Islamabad in 2016
- Attended Islamabad Literature Festival 2015, 2016, 2017 and Karachi Literature Festival 2017 organized by Oxford University Press
- Member of organizing team of *IIUI-UNCW 2nd International Conference collaborated with University of North Carolina Wilmington, USA* held at International Islamic University Islamabad.
- Member of organizing committee of *CASS-IIUI 2 days’ workshop on Corpus Linguistics* held at IIUI with the collaboration of Lancaster University, UK in October 2018.
- Conducted Workshop on *APA 7th Edition in Research at Virtual University of Pakistan* in 2024.

ACADEMIC ACHIEVEMENTS

- **President** of English Literary Society, IIUI (2017- 2018)
- **General Secretary** of English Literary Society, IIUI (2016- 2017)
- **Information** Secretary of English Literary Society, IIUI (2015-2016)
- **Content Writer & News Reporter** at Contemporary Poetics Forum, IIUI (2018- 2023)

https://www.iiu.edu.pk/?page_id=33704

- Member of Editorial board of NODE (Newsletter of Department of English, IIUI, 2018)

[https://www.iiu.edu.pk/wp-](https://www.iiu.edu.pk/wp-content/uploads/downloads/faculties/fll/eng/newsletter/2019/NODE-2018-280219.pdf)

[content/uploads/downloads/faculties/fll/eng/newsletter/2019/NODE-2018-280219.pdf](https://www.iiu.edu.pk/wp-content/uploads/downloads/faculties/fll/eng/newsletter/2019/NODE-2018-280219.pdf)

STRENGTHS AND ABILITIES

- Determined and dedicated to task assigned.
- Fast learner with an ability to excel.
- Hardworking, self-motivated, and vigilant.
- Self-Confident and Goal oriented

TECHNICAL/COMPUTER SKILLS

- Command on Microsoft Office 2007, 2009, 2013 & 2017.
- Command on Windows 7, Windows 8 & Windows 10.
- Zoom Cloud Meeting, CANVAS, GOOGLE CLASSROOM, GOOGLE MEET

Areas of Interest:

- Cognitive approaches to Studying and Teaching Literature and English Language
- Literature courses on Fiction and Drama
- Teaching English as Foreign Language (TEFL)
- Pakistani Literature in English
- English for Specific Purpose (ESP)
- Teaching English as Second official language (TESOL)

REFERENCES:

Will be furnished on demand.