

HAJIRA KHALID SAIR

English Language Instructor, Teacher Trainer,
TEFL & TKT Certified

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PROFESSIONAL SUMMARY

Dedicated English language educator with a robust academic record, a diverse publication portfolio, and recognized international certifications in English language instruction. Skilled in delivering interactive, student-centered lessons using innovative technologies and research-driven methodologies. Experienced in curriculum development, digital instruction, LMS management, research supervision, and academic advising. Eager to contribute to innovative pedagogy and transformative education.

PROFESSIONAL EXPERIENCE

University of Management and Technology, Sialkot

March 2023 – Continue

Position: Lecturer English

Key Responsibilities:

- Deliver linguistics and literature courses to undergraduate students with research-integrated pedagogy.
- Function as the primary Digital Lecturer for online academic delivery across the department.
- Manage LMS platforms; develop course modules for English and technical communication.
- Lead curriculum and course design committees.
- Supervise over 10 BS research projects, supporting students' scholarly writing and methodology.
- Act as Batch Advisor, handling student academic affairs and mentoring.
- Emcee university-wide events, including convocations.

Nisa Girls Colleges, Sialkot

Jan 2022 – March 2023

Position: Lecturer English

Key Responsibilities:

- Taught undergraduate courses in English Language and Literature.
- Mentored students for PU examinations and guided academic performance.
- Provided academic counseling and coordinated study tours and co-curricular activities.

Lahore Institute of future Education, Lahore
Position: English Language Instructor

June 2021 – Dec 2021

Key Responsibilities:

- Integrated 21st-century communication skills into language curriculum.
- Conducted mock interviews and business communication workshops.
- Organized industrial visits and student engagement seminars.
- Supported administrative and educational functions.

GC Women University, Sialkot
Position: College Teaching Intern

Nov 2020 – April 2021

Key Responsibilities:

- Taught English at the intermediate level; prepared students for board examinations.
- Conducted assessments and incorporated digital tools for student engagement.

ACADEMIC PROFILE

- **MS English**

2020-2022

Government College Women University, Sialkot
 CGPA: 3.72/4

- **BS English Language and Literature** (Silver Medalist, Roll of Honor)

2016-2020

Government College Women University, Sialkot
 CGPA: 3.95/4

CERTIFICATIONS

- **Professional Development for Teacher Trainers** 2023
Arizona State University, USA
- **English for Business and Entrepreneurship** 2022
OPEN, US Department of State
- **Google Certified Educator** 2021
Google
- **TEFL; Teaching English as a Foreign Language** 2020
Hunter College, The City University of New York, and Pearson
- **TKT; Teaching Knowledge Test** 2020
Cambridge Assessment English, UK
- **An Introduction to Core Skills for Teachers** 2019
British Council

PEER-REVIEWED PUBLICATIONS

- **Published Papers:**

1. Gyno-vantage and Grammar of Power: A Foucauldian Foray into Doris Lessing's The Grass is Singing and to Room Nineteen (2023) published in *Social Evolution and History* 12 (2) 192-204 **HEC Recognized W Category Journal**
2. Deciphering Linguistic Forms, Functions, and Pragmatics: An Eco-Linguistic Analysis of Environmental Campaign Slogans (2024) published in *Panacea Journal of Linguistics & Literature* 3 (1) 79 – 92 **HEC Recognized Y Category Journal**
3. Dichotomy of Destiny: Unveiling Class Struggle in The School for Good and Evil (2024) published in *Pakistan Languages and Humanities Review* 8 (3) 348-361 **HEC Recognized Y Category Journal**
4. Foreign Language Enjoyment for Teaching and Learning: Experiences of Pakistani Teachers (2025) published in *Journal of Arts and Linguistics Studies* 3 (1) 1543-1576 **HEC Recognized Y Category Journal**

RESEARCH SUPERVISION BS LEVEL

- Unveiling the Impact of Childhood Trauma and Collective Trauma in "The Bluest Eye" by Toni Morrison: A Psychosocial Perspective
- Comparative Analysis of Confessional Poetry in South American and South Asian Writing's: Exploring Cultural and Personal Influences
- Exploring the Complexities of Patriotism in Moniza Alvi's Poetry: A Critical Analysis
- Reimagining Women's Narratives: Examining Optimistic Feministic Themes in Qaisra Shahraz's Short Stories
- Exploring Social Cognitive Theory in Children's Literature: A Critical Analysis of Representations of Social Aspects

WORKSHOPS AND CONFERENCES

- International Conference on Language, Literature, and Linguistics – University of Central Punjab
- International Conference on Current Practices in Language, Linguistics and Literature (ICCPL) – GCWUS
- PDNET (Professional Development for Novice English Teachers) – RELO Pakistan, US Embassy
- Academic Writing and Effective Language Assessment – PAUN & US Mission
- Research Methods & Quantitative Data Analysis Workshops – GCWUS
- Effective Meeting Minutes Writing – UMT, Lahore
- Seminar on Post-Colonial Literature and Globalization – GCWUS
- Entrepreneurial Mindset Workshop – IBA, Karachi

SCHOLARSHIPS/AWARDS

- PDNET Small Grant Award – US Embassy in Pakistan
- Ehsaas Undergraduate Scholarship – Government of Pakistan
- Silver Medal – BS English (2nd Position)
- Roll of Honour – GC Women University, Sialkot

SKILLS

- **Instructional:** Lesson Planning • Curriculum Design • Material Development • Academic Advising • Classroom Management
- **Technical:** Google Workspace • Microsoft Office Suite • Learning Management Systems (LMS) • Online Assessment Tools
- **Research:** Qualitative & Quantitative Research • Critical Discourse Analysis • Academic Writing & Editing

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

- Member, Pakistan English Language Teachers Association (PELTA)
- Alumni, US Embassy Pakistan Teacher Development Programs
- Member, Open Alumni Network – U.S. Department of State

LANGUAGE SKILLS

- English: Proficient (C1)
- Urdu: Proficient (C1)

REFERENCES

- Dr. Muhammad Rashid Hafeez
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Department of English
GC Women University, Sialkot
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- Dr. Muhammad Shahbaz
Associate Professor
Department of English
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