

NAME: ROMA PERVAIZ

Address:

House no 921/ E-2 Street NO 9 Azizabad Rawalpindi Cantt.

Email · romaishaq56@gmail.com

PROFESSIONAL SUMMARY

Motivated and detail-oriented academic with a strong foundation in linguistics and English literature, holding an MPhil in Linguistics and an MA in English. Experienced in communication, academic writing, and language teaching, with additional certifications in spoken English and graphic designing. Skilled at blending linguistic expertise with creative tools to deliver clear, engaging, and impactful communication. Seeking to contribute to educational, research, or content-focused roles that value clarity, creativity, and strong analytical thinking.

PERSONAL INFORMATION

Father Name: Ishaq Pervaiz

Date of Birth: 04- 05- 1992

Religion: Christian

Nationality: Pakistani

Contact Number: 0311-5035627

Email: romaishaq56@gmail.com

EXPERIENCE

- **ENGLISH LECTURER – THE BEST LAW COLLEGE**
MAY 2023 – ONGOING

TEACHING ENGLISH TO LLB STUDENTS WITH A FOCUS ON LEGAL WRITING, ACADEMIC COMMUNICATION, AND COMPREHENSION OF LEGAL TEXTS AND TERMINOLOGIES.

- **VISITING LECTURER (ENGLISH) – FATIMA JINNAH WOMEN UNIVERSITY**
DECEMBER 2022 – SEPTEMBER 2023

TAUGHT ENGLISH LANGUAGE AND LITERATURE COURSES TO UNDERGRADUATE STUDENTS, WITH A FOCUS ON ACADEMIC WRITING, LITERARY ANALYSIS, AND COMMUNICATION SKILLS.

- **ADMISSION MANAGER – EDUHUB CONSULTANTS**

DECEMBER 2018 – AUGUST 2022

HANDLED COMPLETE ADMISSION PROCESS FOR STUDENTS APPLYING ABROAD — FROM ACADEMIC COUNSELING AND DOCUMENTATION TO APPLICATION SUBMISSION AND FOLLOW-UPS WITH INTERNATIONAL UNIVERSITIES.

- **ENGLISH TEACHER – ST. PATRICK'S HIGH SCHOOL, MURREE ROAD, RAWALPINDI**

MARCH 2018 – DECEMBER 2018

TAUGHT ENGLISH TO STUDENTS OF GRADES 6 TO 10, FOCUSING ON GRAMMAR, COMPREHENSION, ESSAY WRITING, AND SPOKEN ENGLISH SKILLS.

EDUCATION

- **MPhil in Linguistics**

Foundation University Rawalpindi Campus
2018 – 2022 | CGPA: 3.10 / 4.00

- **MA in English**

National University of Modern Languages (NUML), Islamabad
2016 – 2018 | CGPA: 3.11 / 4.00 (73%)

- **BA (Bachelor of Arts)**

Allama Iqbal Open University, Islamabad
2010 – 2012 | Grade: B (62%)

- **ICS (Intermediate in Computer Science)**

FBISE, Islamabad
2008 – 2010 | Grade: D (47%)

- **Matriculation (Science)**

BISE Rawalpindi
2008 | Grade: B (66%)

CERTIFICATIONS & COURSES

- **English Language Course – NUML, Islamabad (2008)**

Completed a foundational English language course with emphasis on grammar, reading comprehension, and writing skills.

- **Spoken English Course – Institute of Cost and Management Accountants of Pakistan (2014)**
Focused on verbal communication, fluency, pronunciation, and confidence-building in professional spoken English.
- **Graphic Designing – MASIA Institute (2017)**
Trained in basic graphic design principles using tools such as Adobe Photoshop and Illustrator; developed skills in layout design, branding, and visual communication.

SKILLS

- Active listening
 - Communication
 - Computer skills
- Time management
- Critical thinking
- Team work
- Organization
- Adaptability

ACTIVITIES

- Reading
- Traveling
- Cooking
- Researching
- Computing

REFERENCES

WILL BE PROVIDED IF NEEDED