

# MAHEEN NADEEM

## CONTACT

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## EDUCATION

July 2024  
**Bachelor of Science: English Language and Literature**  
University of Sahiwal  
Punjab, Pakistan  
**3.87 CGPA**  
Current  
**Master of Philosophy in Linguistics and Literature**  
Air University, Islamabad

## Professional Development Studies:

- Front End Development-HTML [2024]
- Product Management Essentials [2024]
- Google Soft Skills Program [2024]

## LANGUAGES

Urdu – Native  
English – C2  
Punjabi – C1  
Turkish – A1

## CERTIFICATIONS

- **May, 2025**  
Teaching English as a Foreign Language (120 Hours) - Teacher Record
- **September, 2024**  
British Council – Teaching English South Asia webinar  
**Engaging students using multimodal techniques**
- **June, 2024**  
Virtual roundtable: AI as a transformative force for academic research, Oxford University Press
- **November, 2023**  
All Punjab Universities Innovation Expo 2023 - PHEC
- **April, 2023**  
Certified Trainee - The Pakistan Life Savers Program, Life Savers Course
- **November, 2022**  
GLOBAL UGRAD's Awareness session - "Disability is not inability" held in Sahiwal, Punjab, Pakistan
- **June, 2022**  
1st Position Holder in English Short Story Writing – Interdepartmental Literary Competition, Majeed Amjad Literary Society, University of Sahiwal

## PROFESSIONAL SUMMARY

Looking to bring my passion for education and student development to a dynamic and innovative environment. Additionally, I aim to leverage my skills in designing and delivering effective lesson plans with interactive activities and diverse teaching methods, creating and evaluating assessments to measure student learning and inform instruction.

## SKILLS

|                                 |                                                           |
|---------------------------------|-----------------------------------------------------------|
| Program and Project Management  | <b>IT</b>                                                 |
| IT Know-How                     | Web Surfing   Outlook   WordPress   Data Handling         |
| Analytical Problem Solving      | <b>Social Media</b>                                       |
| Time management                 | Instagram   Pinterest   Facebook   LinkedIn               |
| Adaptability                    | <b>Content Creation</b>                                   |
| Cross-functional Collaboration  | Video Editing   Videography   Photography   Canva   Adobe |
| <b>Soft Skills</b>              | <b>LMS</b>                                                |
| Microsoft Office & Windows Pack | Coursera   DigiSkills                                     |
| Google Classroom, Google Meet   | <b>Software</b>                                           |
| Zoom, Skype                     | SPSS   AntConc   Praat                                    |

## EXPERIENCE

English Instructor and Coordinator [January 2024 – July 2024]  
Islamic Junior Model School, Sahiwal-Pakistan

## ACCOMPLISHMENTS

**International Conference on Language Studies | University of Okara [December 2022]**  
Topic: Code-switching in Urdu from English Language by Students of the English Department in their Presentations at the University Level in Pakistan

## MANAGEMENT SKILLS

**Host and Organizer [May 2024]**  
Annual Dinner of English Department, University of Sahiwal  
**Senior Student Admission and Scholarship Coordinator [2021 - 2024]**  
**Performance Organizer of Department's Event, [2021 - 2024]**  
**Dramatic Club | University of Sahiwal [2022-2024]**  
As a Music Director, Costume Designer, Graphic Designer  
**Head Girls Sports Team Organizers [2024]**

## PROFESSIONAL FOUNDATION

|                           |                              |
|---------------------------|------------------------------|
| Communication Skills      | Academic Reading and Writing |
| Testing and Evaluation    | Pedagogical Grammar          |
| Classroom Management      | Morphology and Syntax        |
| Language Teaching Methods | Phonetics and Phonology      |
| Lesson Planning           | Quality Test Making          |

## ADDITIONAL INFORMATION

- Completed “Teaching English as a Foreign Language Course (120 Hours)”
- Developed and implemented lesson plans using different teaching methods as part of coursework, demonstrating teaching ability and understanding of curriculum design.
- Designed and evaluated quality tests and assessments, honing skills in testing and evaluation.

## INTERESTS

Passive Book Reading | Driving | Traveling | Sports | Animal Care | Cooking | Handy-Crafts