



Muhammad Shahroz

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ABOUT ME

I am a TEFL/TESOL-certified English teacher with over five years of experience and a proactive approach to teaching English as a Foreign Language (EFL) and English as a Second Language (ESL). I hold Bachelor's and Master's in English Language and Linguistics, along with a Bachelor's in Education. I have a 150-hour TESOL certification from Arizona State University, United States, and a 120-hour TEFL/TESOL certification from the World TESOL Academy, UK. I am dedicated to applying my teaching skills to impart knowledge and support students' academic and personal growth. I have worked as an English Lecturer at both college and university levels, including serving as a Lecturer at Riphah International University, Islamabad, Pakistan. In addition, I have conducted more than 6,000 hours of online teaching on platforms such as Preply and Fiverr. I have also served as an English Instructor on Amazing Talker and various other e-learning platforms. Throughout my career, I have successfully managed challenging projects and gained substantial expertise in the process. I aim to secure a responsible position in an organization where I can utilize my experience and education to help achieve and surpass its goals, while contributing to the organization's success and advancing my professional growth. Currently, I am working as an English Lecturer in the Higher Education Department (HED), Punjab, Pakistan.

WORK EXPERIENCE

PUNJAB HIGHER EDUCATION DEPARTMENT – KHANEWAL, PAKISTAN

ENGLISH LECTURER & BUSINESS ENGLISH COACH – 15/10/2025 – CURRENT

RIPHAH INTERNATIONAL UNIVERSITY – ISLAMABAD, PAKISTAN

ENGLISH LECTURER – 21/09/2023 – 01/09/2025

- Implemented effective teaching strategies in Linguistics, Research, Business English, and Communication, catering to diverse settings including ELT, ESL, and Business English.
- Evaluated students' abilities in Language Proficiency, providing detailed records and progress reports.
- Set and communicated clear goals, improving student performance and tracking progress metrics.
- Developed customized course materials for Expository Writing, Technical & Business Writing, and Functional English.
- Advised students on Academic and Professional Development, enhancing language skills and career prospects.
- Designed and facilitated Communication Skills courses, integrating Functional English in practical contexts.
- Created tailored content for diverse learning needs.
- Maintained a positive learning environment, fostering improvement in English Composition and Comprehension skills.

FIVERR – REMOTE, UNITED STATES

BUSINESS ENGLISH COACH AND INSTRUCTOR – 01/02/2019 – 01/02/2023

- Delivered tailored English lessons to international students, addressing diverse language needs and proficiency levels.
- Served as an English Language teacher and Business English Coach, imparting language skills with a focus on professional communication.

RIPHAH INTERNATIONAL COLLEGE – KHANEWAL, PAKISTAN

ENGLISH LECTURER – 01/01/2022 – 31/03/2023

- Taught intermediate & Associate Degree Programs (ADP).
- Conducted Intermediate Tests & Academic exams.
- Conducted Associate Degree Programs (ADP) exams.
- Examiner of ADP and Intermediate exams.

PREPLY – REMOTE, UNITED STATES

ENGLISH LANGUAGE TEACHER – 01/01/2020 – 01/01/2023

- Implemented strategies to enhance business-related language proficiency, bridging the gap between academic and practical communication.
- Worked as an English Language Instructor and Business English Coach.
- Provided English Lessons to International students.
- Customized lesson plans to accommodate the unique requirements of international students, ensuring effective language acquisition.
- Facilitated a positive and inclusive learning environment, fostering cross-cultural understanding and effective language acquisition.

EDUCATION AND TRAINING

Lahore, Pakistan

MPHIL ENGLISH LINGUISTICS University of Education

Multan, Pakistan

BACHELOR'S ENGLISH Bahauddin Zakariya University

Khanewal, Pakistan

F.SC PRE ENGINEERING Government Postgraduate College

Khanewal, Pakistan

MATRICULATION SCIENCE Young Scholar's Secondary School

Islamabad, Pakistan

BACHELORS IN EDUCATION B.ED (1.5 YEARS) Allama Iqbal Open University (AIOU), Islamabad

120-HOUR TEFL/TESOL WORLD TESOL ACADEMY

Website <https://www.worldtesolacademy.com/>

150-HOUR TESOL Arizona State University (ASU), UNITED STATES (U.S)

Website <https://globallaunch.asu.edu/teach-english/tesol-certification>

LANGUAGE SKILLS

Mother tongue(s): URDU | PUNJABI

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Functional skills | IT SKILLS | SOFT SKILLS | Team Player | Linguistics skills | Develop course outline | Curriculum planning | Microsoft Office | Organizing events | Management skills | Essence of Team Work | Enthusiasm and motivation to work hard | Project management | planning and organising skills | Digital tools for communication, collaboration and learning | Good intercultural communication | Key Performance Indicators

PUBLICATIONS

2024

ARGUMENTATION AND AI BRIDGING LINGUISTIC AND TECHNOLOGICAL PERSPECTIVES IN EDUCATION

2024

WHY ENGLISH FEELS FOREIGN: UNVEILING THE INVISIBLE BARRIER IN PAKISTANI HIGHER EDUCATION

● **DRIVING LICENCE**

Driving Licence: A2

Driving Licence: A

Driving Licence: B

● **CONFERENCES AND SEMINARS**

Preply Online teaching Conference 2024

02/03/2024 – 03/03/2024 Riphah International University ,Islamabad, Pakistan

International Conference on Applied Linguistics (ICAL)

As an organizer for the International Conference on Applied Linguistics (ICAL), I efficiently managed and coordinated all facets of the event, including logistics, scheduling, and participant engagement. I served as the primary liaison with keynote speakers and session leaders, ensuring clear and consistent communication to facilitate the smooth progression of the conference. In collaboration with academic experts, I curated a diverse and innovative agenda that highlighted the latest research and discussions in applied linguistics. My meticulous attention to detail ensured a seamless and professional experience for all attendees, from registration through to the successful conclusion of the event.

Link <https://ical.riphah.edu.pk/>

22/02/2025 – 23/02/2025 Riphah International University,Islamabad, Pakistan

International Conference on Applied Linguistics (ICAL)

Organized the ICAL conference, managed schedules, coordinated with speakers, and helped create a program focused on new research in applied linguistics. Ensured everything ran smoothly from start to finish.

Link <https://ical.riphah.edu.pk/>

Preply Online teaching Conference 2025

Bahauddin Zakariya University , Multan, Pakistan

International Center on Nonviolent Conflict (ICNC)

- Learned Nonviolence for Participatory Citizenship & Democracy.
- Connected people with educational resources and each other to help them in their work.
- Lead educational programs and an organized educational events that are attended by diverse audiences, including activists, scholars, members of NGOs, policy professionals, and journalists.
- Lead university seminars and practitioner workshops.

Bahauddin Zakariya University, Multan , Pakistan

Tajdeed-e-Aman

- Promoted Peace and Harmony through Social Action Projects (SAPs)

Bahauddin Zakariya University, Multan , Pakistan

Accelerated Programme for Excellence (APEX), UNIVERSITI SAINS MALAYSIA(USM)

- Research Project entitled "English Language Reading Comprehension Ability"

Bahauddin Zakariya University, Multan , Pakistan

Empowerment through Creative Integration(ECI)

- Engaged in Corporate management
- Research monitoring and evaluation services.
- Business Management
- Mass Media Services , ECI designs, develops and airs nationwide mass media campaigns, developing innovative content for media campaigns exclusively designed to meet project needs.
- Long term technical assistance.
- Communication with educational institutions and other working bodies in academia.

- Professional development and capacity building of team-members.
- Special Skills Trainings/Mentorship

● **PROJECTS**

Empowerment Through Creative Integration

Within ECI, the project involved mentoring and training individuals in language education, fostering creative integration techniques, and promoting effective communication skills. Through interactive workshops and specialized training sessions, the aim was to empower learners with language proficiency and enhance their overall educational experience.

Tajdeed-e-Aman

As part of the Tajdeed-e-Aman project, my role focused on mentoring and training individuals in promoting peace and harmony through Social Action Projects (SAPs). By providing guidance and training in nonviolent approaches and participatory citizenship, the project aimed to empower participants to lead social change initiatives.

International Center on Nonviolent Conflict (ICNC)

As a member of the ICNC team, the project involved conducting workshops and seminars on nonviolence for participatory citizenship and democracy. The focus was on connecting individuals with educational resources, fostering networking opportunities, and organizing educational events to promote nonviolent approaches in conflict resolution and social activism.

● **HONOURS AND AWARDS**

03/03/2024

Organizer of International Conference on Applied Linguistics (ICAL) – Riphah International University, Islamabad, Pakistan

Receiving the prestigious award as the organizer of the International Conference on Applied Linguistics (ICAL) is a profound honor and a testament to the dedication and hard work invested in the event. This recognition underscores my commitment to excellence in event management, particularly in creating a platform that fosters intellectual exchange and advances the field of applied linguistics. The award reflects not only the success of the conference but also the collaborative efforts of the entire team, the insightful contributions of the speakers, and the active engagement of all participants. It serves as an inspiration to continue striving for innovation and excellence in future academic endeavors.

● **CERTIFICATIONS & ACHIEVEMENTS**

Internship Completion Certificate

Aspire Leaders Program - 2025

Link <https://www.aspireleaders.org/program/aspire-leaders-program/>

Certificate of course completion

English for media Literacy from University of Pennsylvania, United States

Certificate of Scholarship , Punjab Education Endowment Fund (PEEF)

Punjab Education Endowment Fund (PEEF) for academic achievement in Intermediate in 2016 Annual Examination.

120-Hour TEFL/TESOL Certificate

WORLD TESOL ACADEMY

150-HOUR TESOL Certificate

ARIZONA STATE UNIVERSITY (ASU), UNITED STATES

Certificate "How to teach a Language"

PREPLY, UNITED STATES

Certificate of achievement

Wellbeing Workshop delivered by MYMACOM & House of Wellness in collaboration with Crossing Borders Education, UK supported by the British Council's DICE program conducted online

Certificate of completion

Division -A, District 122TC University of Education (UE) Toastmasters Club Lahore, Leadership Conference, Communicating Strategically in the 21st Century

Certificate of completion

"Project management" Sponsored by Google, IRM & Coursera completed 6 months

Certificate of achievement

Completed DigiSkills training program of Communication & Soft Skills course under Batch DSTP2.0-BATCH-03

Certificate of completion

Google Digital marketing & e-commerce 6 months course completed and sponsored by Google & Coursera Earned badge from Credly.

Certificate of achievement

Driving training course conducted by driving School traffic police

Certificate of completion

Webinar "Helping teachers access the online environment" at the British Council

Certificate of achievement

Completed 12 hours online course " Teaching English Focus on professional development " at British Council

Certificate of achievement

03-Day training on Promoting Peace and Harmony through Social Action Projects (SAPs)

Certificate of completion

3-Day training of International Center on Nonviolent Conflict (ICNC) Learning Non-violence for participatory Citizenship & Democracy

Certificate of completion

2-Day Training Workshop for Naujawanane-Pakistan Project on the theme "Advancing Inclusiveness among Youth Through Training & Education".

Certificate of achievement

English Language Reading Comprehension

Certificate of Preply

Completed 5000+ hours of online teaching

● **MANAGEMENT AND LEADERSHIP SKILLS**

Results-Oriented Management

I am committed to driving results through effective management practices, including setting measurable goals, monitoring progress, and adjusting strategies as needed. My leadership style emphasizes accountability, continuous improvement, and delivering high-quality outcomes.

● COMMUNICATION AND INTERPERSONAL SKILLS

Effective Communication and Interpersonal Skills: Bridging Connections with Clarity and Empathy

Proficient in communicating effectively across diverse settings, leveraging empathy, active listening, and emotional intelligence to build positive relationships and facilitate successful outcomes.

Public Speaking: Strengthened public speaking abilities by presenting at academic and professional events, including conferences and seminars, while serving as a team leader.

Written Communication: Developed strong writing skills through extensive experience in customer relationship management, crafting clear, persuasive communications that effectively meet client needs and resolve concerns.

Classroom Management: Successfully managed classrooms with students of varying language proficiencies, creating an engaging and inclusive learning environment.

Student-Centered Teaching: Expert in adapting teaching methods to suit the unique needs of individual students, fostering a supportive and interactive classroom atmosphere.

Collaborative Teamwork: Demonstrated ability to work collaboratively with colleagues, contributing to curriculum development and sharing best practices to enhance student success.

Cultural Sensitivity: Skilled in working with students from diverse cultural backgrounds, integrating culturally relevant materials into lessons to respect and reflect their perspectives.

Conflict Resolution: Adept at mediating conflicts and addressing student concerns promptly, ensuring a positive and productive learning environment.

● ORGANISATIONAL SKILLS

Task Prioritization and Organization

I am precisely organized, with a strong emphasis on prioritizing tasks according to their urgency and importance. This structured approach enables me to consistently meet deadlines.

● HOBBIES AND INTERESTS

Football, listening to Podcasts, listening to documentaries, reading books, and indoor & outdoor games, Conducting Seminars and Webinars, Business Conversations
