

Beenish Pervaiz

Cell #: +923217967976, Email: beenish.pervaiz@ue.edu.pk

Carrier Objective:

To encourage creativity and higher-order thinking in a way that increases student performance and to obtain a position in an institute that may enable me to utilize my knowledge experience and skills.

Personal Summary:

An articulate qualified English teacher who is able to effectively communicate with students from diverse backgrounds or varying degrees of ability. A committed and dedicated professional with a proven ability to teach, motivate and direct students to maximum performance by encouraging a positive and energetic environment.

Academic Qualifications:

- 2016-2018: *Master of Philosophy in English (Applied Linguistics)*
University of Lahore, Lahore
(With Excellent standing achieved CGPA 3.63)
- 2012-2013: *Master in Education*
University of Education, Lahore
(Achieved CGPA 3.68 and 82 percent marks)
- 2008-2010: *Bachelor of Education (Elementary)*
University of Education, Lahore
(Achieved 3.70 CGPA)
- 2006-2008 *Master of Arts in English*
University of the Punjab, Lahore
(Achieved 2.92 CGPA)
- 2004-2006 *Bachelor of Arts*
University of the Punjab, Lahore
(Achieved First Division)
- 2003: *Higher Secondary School Certificate (Science-General) (First Division)*
BISE Sargodha
(Awarded A grade in exams and achieved A+ in internal assessment by institution)
- 2001: *Secondary School Certificate (Science) (First Division)*
BISE Sargodha
(Achieved A+ grade in exams)

Career History:

- *Lecturer in English, Department of English at University of Education, Lahore, Jauharabad Campus October 2009 to present.*
Duties: Delivering Lectures, conducting Classroom activities including assignments and presentations, formative and summative assessment
- *Coordinator Department of English language and Literature, University of Education, Lahore, Jauharabad campus Since 2013 to present*
Duties: Delivering relevant information to all the faculty members, counselling of students on academic or personal matters, correspondence with director office
- *Notified Member Board of Studies of English at University of Education, Lahore*
Duties: Planning, revision and recommendations for Scheme of Studies for BS(Hons), Master and Master of Philosophy programmes of English
- *Time Table Incharge at University of Education Lahore, Jauharabad Campus*
Duties: Setting and dissemination of campus wide Time Table of all the Departments waiving off clashes along with room allocation and preparation of workload annexure
- *Notified Focal Person of Quality Enhancement Cell of the University of Education Lahore, Jauharabad Campus*
Duties: Responsible for Collection of Teacher Evaluation Forms from campus in every semester and preparation of Self Assessment Report of programs required by Higher Education Commission of Pakistan
- *1 year experience of Subject Specialist, Hi-Aims Group of Colleges, Jauharabad.*

Honors and Awards:

- *Won merit certificate and prize in 2000 in general knowledge quiz at secondary school level.*
- *First Position holder in Secondary School Certificate with high first division.*
- *First Position holder in Higher Secondary School with high first division.*
- *First Position holder in M.Ed with high first division.*
- *Got "Best Teacher Award" in 2009 while working as Lecturer English at Hi-Aims College of Commerce.*
- *Got "Certificate in French" in collaboration with EMBASSY OF FRANCE & ALLIANCE FRENCHISE ISLAMABAD from February to June 2011 after successfully passing written and oral examinations in 65 hours of studies. Achieved 70 percent marks overall.*

- *Winner of "English Essay Competition" held by Arts and Sports Society in 2014 at University of Education Jauharabad Campus.*
- *Achieved Overall Band Score of 7.5 in IELTS (General Training) conducted by British Council in 2015.*
- *Achieved Overall Band Score of 7.0 in IELTS (Academic) conducted by British Council in 2019.*
- *Gold Medalist in Master of Philosophy in English (Applied Linguistics) With Excellent standing achieved CGPA 3.63 from University of Lahore, Lahore.*

Workshops, Conferences and Seminars:

- *Titled Master Trainer for English language workshops at the respective campus of the University*
- *Attended Seminar on Mathematical way of Thinking at University Of Education, Jauharabad campus in November 2018*
- *Attended 6th International Conference on "Education Beyond Classroom" 2018 in University of Education, Division of science and Technology Lahore.*
- *Individual Mentoring Session and academic Mentoring Workshop: Attended in December 2018 (With Dr Patricia Ann Pashby (TESOL Expert from University of Oregon US)*
- *Attended 5th International Conference on "Education in Pakistan: Building Bridge between Mathematics Science and Technology and Teacher Education" 2017 in University of Education, Lower Mall campus, Lahore.*
- *Conducted workshops of communication skills to newly appointed Educators and Teachers (Punjab Province) at Ambala College Sargodha in June 2017.*
- *Conducted Workshops for Prospective Teachers studying in B Ed and M Ed conducted by Allama Iqbal Open University in June 2011 to June 2014*

Key Competencies and Skills:

- *Exceptionally motivated self-starter, creative, problem-solver and decision maker with strong leadership qualities.*
- *Enthusiastic, competent at multitasking, eager to meet challenges and quickly assimilating newest and latest technologies, skills, concepts, and ideas.*
- *Highly analytical team worker with aptitude for quickly scrutinizing environments to identify and prioritize needs/risks and develop solutions.*
- *Proven relationship-builder with exceptional interpersonal, communication, and presentation skills.*
- *Flexible and adaptable. Considerate and patient.*
- *Fully aware of diversity and cultural issues.*
- *Experienced in use of the Internet and educational software.*

- *Researching new topic areas and maintaining up-to-date subject knowledge.*
- *Computer-literate performer with extensive technical proficiency covering wide range of applications, and software programs including Microsoft Office. Typing speed is above 40 W.P.M*
- *Strong written and verbal communication skills.*
- *Teaching Responsibilities.*
- *Courses: English Language and Literature at BS and master's level in University.*

Hobbies:

- *Reading books, surfing internet, cooking, shopping, and travelling are my pastimes.*

Personal Details:

Marital Status: Married
Nationality: Pakistani
Passport No: GW3994962
CNIC No: 38201-8402496-2
DOB: 31st August 1985
Religion: Islam
Address: House # 84, Ali Block, Shadab Town, Queens Road Near Huts Hotel Sargodha

References:

Available on request.