

SAJIDA FARZANA KIZAR NAWAZ

PO Box: 461, postal code: 411

Sur, Sultanate of Oman

Phone residence: 25544007 / Mobile: 95059314

sajifar@gmail.com

PROFILE SUMMARY

- Rich experience in dealing with students from different background and culture.
- Effective communicator with good planning, organizational and negotiation strengths as well as ability to establish goals and attain results.
- Experienced in developing student's skills in writing, reading, and communication.
- Inclined to "dedication to excellence."

ACADEMIC RECORD

Post School Qualifications:

Qualification	Major	Institution	Year	Grade
Bachelor of Arts	Eng.Lang.&Litt.	Madurai Kamaraj University, Madras State, India.	1982	Part I – first Part II –I first Part III – high second class
Masters in Pre-primary Education	Education	Govt. of NCT of Delhi, Indian Education Academy, India.	2004	First Class
Masters of Arts	Eng. Language, Literature and Linguistics	Alagappa University, Madras State,India	Will be completing in 2012 December.	

Doctorate in English Language	Topic: Writing in English.	Govt. of NCT of Delhi, Indian Education Academy, India.	Have submitted thesis. Awaiting approval.	
-------------------------------	----------------------------	---	---	--

Employment Record

Current Position

Institution:	Sur University College, South Sharqiya Region, Ministry of Higher Education, Sultanate of Oman. (From October 2005 till date)
Faculty/School/Department	Lecturer, Foundation English Department
Duties:	Teaching English as a foreign language to college level students. Assume all responsibilities of regular classroom teacher including professional development. Perform basic administrative duties and take responsibility of maintaining records in the department. Promote inter-active and student-centered learning and student motivation. Presently a member of the English club.

PREVIOUS EMPLOYM

Names and Dates of previous Institutions / Employers with brief details.

Name of Post	Name of institution	Date	Nature of Employment
English teacher	Young Women's Christian Association Institution, Nagercoil, Madras State, India.	1985 - 1993	Taught students English Language and Literature; Convener for the writing club.
English Teacher	Al-Bar'am private school, Sur, Oman.	2003 - 2004	Taught English at primary level.

Other Skills: Knowledge of Computer – office word, Excel, power point.

Languages : English, Arabic, Tamil, (my native language) Malayalam .

Workshops attended:

Attended a workshop on "Professional success through effective leadership and management" held in Ministry of health conference room.

I hereby declare that the above mentioned details are true to my knowledge.