



Muhammad Waseem Khan

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WORK EXPERIENCE

Niagara College, Makkah, KSA
ESL Instructor

Oct. 2018 — Present

Key Responsibilities:

- Teaching English to adult Saudi nationals
- Preparing students for PET Examinations
- Keeping students' attendance record
- Supervising individual reading sessions of students
- Preparing lesson plans, quizzes, tests

International Company for
Education and Advanced Training,
Riyadh, KSA
ESL Instructor

May 2018 — Oct. 2018

Key Responsibilities:

- Planning lessons for ESL class from Beginners to Advanced Level
- Conducting ESL lessons for professionals with various backgrounds
- Supervising ESL lab sessions
- Preparing and conducting quizzes
- Marking quizzes and giving feedback to individual students
- Counselling students about their career paths, problems and requirements

Al Faisal International School,
Jeddah, KSA
Teacher of English

Oct. 2008 — May 2018

- Teaching English language and literature to secondary students.
- Planning lessons for English classes.
- Making class tests and exam papers.
- Conducting exams, marking exam papers, and preparing report cards.
- Organizing field trips, debates, video sessions, and other language related activities.

Muhammad Ali Jinnah University,
Karachi, Pakistan
Assistant Professor

Dec. 2005 — Oct. 2008

Key Responsibilities:

- Teaching English grammar, business English, and Business communications to BBA & MBA students.
- Planning lessons for the classes.
- Keeping record of the students' progress.
- Making class tests and exam papers.
- Conducting exams, marking exam papers, and preparing report cards.
- Organizing field trips, debates, video sessions, and other fun activities to provide practice in using English language.

National University of Modern
Languages, Karachi, Pakistan

July 2004 — Dec. 2005

Lecturer in English

Key Responsibilities:

- Teaching English language to beginners, intermediate and advanced level students.
- Teaching Drama, Novel, Poetry and Prose to MA English Students.
- Planning lessons for the classes.
- Keeping record of the students' progress.
- Making class tests and exam papers.
- Conducting exams, marking exam papers, and preparing report cards.
- Organizing field trips, debates, video sessions, and other language related activities like Spelling Bee etc.

Aisha Bawany Academy, Karachi,
Pakistan

Jan. 2003 — July 2004

English Teacher

Key Responsibilities:

- Teaching English language and literature to O-Level students.
- Planning lessons for English classes.
- Keeping record of students' progress.
- Making class tests and exam papers.
- Conducting exams, marking exam papers, and preparing report cards.
- Organizing field trips, debates, video sessions, and other language related activities.

Army Public School & College,
Shinkiari, Mansehra, Pakistan

March 2002 — Dec. 2002

Teacher of English

Key Responsibilities:

- Teaching English language and literature to secondary and higher secondary students.
- Planning lessons for English classes.
- Keeping record of students' progress.
- Making class tests and exam papers.
- Conducting exams, marking exam papers, and preparing report cards.
- Organizing field trips, debates, video sessions, and other language related activities.

Miscellaneous

2007 — 2012

Teaching ESP

- Conducted course in Business Communications and Management at Habib Bank Limited, Management Development Institute, Karachi, Pakistan in 2007.
- Conducted English for Exploration Industry at New Horizon Exploration and Production Limited, Karachi, Pakistan in 2006.
- Conducted Advanced and Beginners' courses in Commercial Correspondence at Arabian Gulf Manufactures Ltd (AGM) in 2012.

EDUCATION

MA English Sep.1999 — Sep. 2001
 University of Peshawar, KPK, Pakistan
Courses: Linguistics, Poetry, Drama, Novel, Prose, ELT, Literary Criticism, Introduction to English Literature, History of English Literature.

BA July, 1997 — July, 1999
 University of Peshawar, KPK, Pakistan
Courses: Drama, Novel, Poetry, Prose, Religion, Pakistan Studies

BEd Sep. 2001 — Sep. 2002
 University of Peshawar, KPK, Pakistan
Courses: English Language Teaching, Foundation of Education, Educational Psychology, Classroom Management,

Cambridge CELTA 22nd June, 2015 — 15 July, 2015
 International training Institute, Istanbul, Turkey
 120-hour practical English language teaching course.

TRAINING WORKSHOPS

- Attended **English Language and Professional Development Training** on 26 May and 02 July for the session 2010-2011 at **Al Faisal International School, Jeddah, KSA.**
- Attended workshop on **Motivating Students to Learn** on 7th April, 2018 conducted by **Elite Development International.**

LANGUAGES

IELTS (Academic Module): Exam Taken on 10th Feb, 2018
 Result: **Candidate Number:16794**

Overall Band	8
Listening	8.0
Reading	8.0
Writing	7.5
Speaking	8.0

INTERESTS

- Surfing the Internet
- Reading articles
- Reading books
- Listening to the music
- Watching movies

REFERENCES

1. Mr Usman Shafi: Chair, Foundation Dept. Niagara College Makkah, KSA, Contact: +447896995453 (Whatsapp)
 Email: ushafi@ncksa.com
2. Misbah Nomani: Academic Coordinator Al Faisal Int'l School Phone: 00966541839091
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3. Mr. Mamdouh Nouri, Director of Admin and Academic Support at ITC Jeddah. Contact: 0544113700
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