

Permanent Address: Jorow House, ASC Colony

Nowshera cantt

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NAHEED HAQ

Lecturer, Master Trainer & Public Speaker KPK

SKILLS

- Optimistic about anything new and therefore unlikely to resist change.
 - Excellent communication and interpersonal skills.
 - Computer literate, experience in MS-Office.
 - Proficient at making good decisions in stressful situations.
 - Able to build motivated teams that consistently exceed targets.
- Happy to be exposed to new situation. Flexible relatively open minded.
- Extolling Presentation Skills.
 - Commendable English language skills.

ACADEMIC QUALIFICATION:

S.No	Certificate/Degree	Division	Institutions
1	Mphil in Language & Communication	C GPA : 3.85 Gold Medalist	Institute of Management Sciences, Peshawar.
2	M.A TEFL (Research Based)	1 st	Department of English & Applied , AIOU Islamabad
3	Diploma in TEFL	1 st	Department of English & Applied , AIOU Islamabad
4	M.A(English)	2 nd	University Of Peshawar
5	M.A(Political Science)	1 st	University Of Peshawar
6	B.A	2 nd	Govt. Girls Degree College Nowshera Cantt
7	F.A	1 st	Govt. Girls Degree College Nowshera Cantt
8	S.S.C	1 st	Presentation Convent, Risalpur

PROFESSIONAL QUALIFICATION:

a. B. Ed (bachelor of education)	University Of Peshawar
b. PGCC (Post Graduate Certificate Course) In advance professional studies	The City School (in affiliation with strathclyde university, Scotland)
c. IT Training Course	City APIIT University Lahore.
d. English for Specific Purposes, Best Practices for Course and Materials Development, the Spring 2013 ,online teacher-training course	University of Oregon, Linguistics Department, American English Institute (UO AEI)
e. Exploring Web 2.0: Tools for Classroom Teaching and Professional Development (online course)	Lewis & Clark College in Portland, USA

Cambridge Teaching Knowledge Test (TKT)	University of Cambridge UK.
Certificate in Cambridge Advanced English CAE	Cambridge English Level 2 Certificate IN ESOL Internatonal
Shaping the Way We Teach English, 1: The Landscape of English Language Teaching	an online non-credit course authorized by the University of Oregon and offered through Coursera
Shaping the Way We Teach English, 2: Paths to Success in ELT (Coursera)	an online non-credit course authorized by the University of Oregon and offered through Coursera
How to Write a Resume (Project-Centered Course)	an online non-credit course authorized by The State University of New York and offered through Coursera
Business English for Cross-cultural Communication	an online non-credit course authorized by The Hong Kong University of Science and Technology and offered through Coursera

Creative Writing: The Craft of Plot	an online non-credit course authorized by Wesleyan University and offered through Coursera
Information & Digital Literacy for University Success	an online non-credit course authorized by The University of Sydney and offered through Coursera
Communication in the 21st Century Workplace	an online non-credit course authorized by University of California, Irvine and offered through Coursera
English for Teaching Purposes	an online non-credit course authorized by Universitat Autònoma de Barcelona and offered through Coursera
Advanced Writing	an online non-credit course authorized by University of California, Irvine and offered through Coursera

CURRENT JOB EXPERIENCE :-

Institute of Management Sciences, Hayatabad, Peshawar from 2014 till date.

JOB RESPONSIBILITIES:

- i. Lecturer, English for Business Communication, functional English and Communication skills for Bachelors & Masters classes.
- ii. Adviser Art & Culture society.
- iii. Member Research Key Planning Area “Research Prominence and Consultancy”, Institute of Management Sciences.
- iv. Research Supervisor for BBA & BS Social Sciences Students.
- v. Trainer and Motivational Speaker.

JOB EXPERIENCE I: Coordinator English Access Microscholarship Programme 2018-19, US Consulate General Peshawar.

JOB EXPERIENCE II:

Visiting Lecturer Communication & presentation skills at SKANS Institute of Chartered Accountancy of Pakistan Peshawar from 2014 to 2016.

JOB EXPERIENCE III: Lecturer English Access Micro Scholarship programme US Consulate Peshawar from September 2013 to October 2015, US Consulate General Peshawar.

JOB EXPERIENCE IV:

Served as teacher of English and History for O level classes in “The City School Senior Branch Nowshera”, from August 2004 to September 2006.

JOB RESPONSIBILITIES:

- i. Subject Coordinator of English.
- ii. In charge Drama Club.
- iii. House In charge
- iv. Member academic skills development committee

JOB EXPERIENCE V:

Served as Lecturer English in Army public School& College (Zamzama) from September 2006 to September 2009.

JOB RESPONSIBILITIES:

- i. In charge Co-curricular activities.
- ii. Subject coordinator of English
- iii. Coordinator to Section Head.
- iv. Teachers’ Trainer

JOB EXPERIENCE VI:-

Served as Section Head Army Public School& College Zamzama from September 2009 to January 2014.

JOB RESPONSIBILITIES:

- i. Management & Administration
- ii. Teachers observation
- iii. Teachers’ Training
- iv. Monitoring & Evaluation

PROFESSIONAL DEVELOPMENT COURSES ATTENDED:

In service training unit for Public School Teachers, Peshawar

Oxford University Press Workshop for English Teachers.

Induction Workshop for “The City School” Teachers.

INSET Training Workshops organized by “The City School” system senior branch
Nowshera.

SDCC (School Development certificate course) by APSACS sectt.

SLO (School as learning organization) by APSACS sectt.

SIF (School improvement framework) by APSACS sett.

SDDC (School Development Diploma Course)

All Pakistan Intensive Acces English Micro scholarship Workshop July / August 2015 at
Islamabad.

IELTS Training of Trainers British Council Peshawar.

WORKSHOPS CONDUCTED AS A RESOURCE PERSON:

- Classroom management , Army Public School & College System(Zamzama) Hub
Training Nowshera.
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- English language skills , Army Public School & College System(Zamzama) Hub
Training Nowshera.
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- Subject specific workshops, Army Public School & College System(Zamzama)
Hub Training Nowshera.
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- Communication Skills , Army Public School & College System(Zamzama) Hub
Training Nowshera.
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- Bloom’s Taxonomy , Army Public School & College System(Zamzama) Hub
Training Nowshera.
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- Personality Assessment & Motivation, Army Public School & College System(
Zamzama) Hub Training Nowshera.
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- Learning and cognitive domains, Army Public School & College System(Zamzama) Hub Training Nowshera.
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- Challenging Students... And How To Have More of Them , Army Public School & College System(Zamzama) Hub Training Nowshera.
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- Teaching Children To Care , Army Public School & College System(Zamzama) Hub Training Nowshera.
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- Collaborative Learning & Multiple Intelligences, Army Public School & College System(Zamzama) Hub Training Nowshera.
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- Creating Effective Heads Of Departments, Army Public School & College System(Zamzama) Hub Training Nowshera.
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- Leadership Skills & Team Building, Army Public School & College System(Zamzama) Hub Training Nowshera.
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- Student Guidance & Empowerment Program , Army Public School & College System(Zamzama) Hub Training Nowshera.
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- Making of Child Centered Learning Material & Teaching Aids
- Academic Practices & Pedagogic Strategies , Army Public School & College System(Zamzama) Hub Training Nowshera.
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- Effective Teaching Strategies & Instructional Aids , Army Public School & College System(Zamzama) Hub Training Nowshera.
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- PPIR, Process and planning, Army Public School & College System(Zamzama) Hub Training Nowshera.
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- Curriculum& Lesson Planning, Army Public School & College System(Zamzama) Hub Training Nowshera.
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- Assessment & Evaluation, Army Public School & College System(Zamzama) Hub Training Nowshera.
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- SIF (School improvement framework) , Army Public School & College System (Zamzama) Hub Training Nowshera.
- Assessment &Evaluation in 28th SPELT ELT Conf. Islamabad, October 2012.
- SBT Hub Workshop for Army Public School & Colleges of Risalpur, Akora & Nowshera.
- ESP practices in monthly academic session April 2013, SPELT Peshawar.
- Discourse Analysis in 29th SPELT ELT Conf. Islamabad, November 2013.
- Formative Assessment a Systematic Part of Teaching, International NELTA Conference 2014, Katmandu Nepal.
- Bloom’s Taxonomy, 30th SPELT ELT Conf. Islamabad, October, 2014.
- Capacity Building workshop, December 6th 2014, at City University Campus Peshawar.
- One day Master workshop on communication skills at CECOS University, Peshawar on May 13th, 2015.
- Intensive staff development workshop for Peshawar Model Institutions System, 17th to 28th August 2015.
- Workshop on “Pragmatics Competence “ in 31st SPELT international Conference Islamabad, November 2015.
- Trainig of Trainers workshop on the topic “ Educational Psychology” for Peshawar Model Institutions System, 17th August 2016.
- Workshop on “Teaching Literature through language” at 32nd SPELT International conference Islamabad, November 2016.
- Conducted English Langaugae Classes at Instutute of Management Sciences Hayatabad, Peshawar.
- Workshop on “Use of Podcasts in ESL Class rooms” at 33rd SPELT International conference Islamabad, November 2017.
- Workshop on Customers care for the staff of National Bank of Pakistan Peshawar on 12-Feb-2018.
- Academic Research Writing Training Workshop for Research students of KP at IMSciences Peshawar in July , 2018.
- Communication Skills Workshop for Staff members of FF Steel Industrial State Peshawar , August – September 2019.
- Montessori Training Session for Kindergarton Teachers of Peshawar Model School Mardan Branch , August 2019.

- Training Session On Communication Skills for the Staff of FF Steel, Indutrail State Peshawar, July – September 2019.
- Training with the Officials of Pakistan Miltery Academy Peshawar on Communication Skills, October 2019.
- Training session on Career Counseling for students of NUML University Peshawar , October 2019.
- Training session on Communication Skills for students of FAST University Peshawar , October 2019.
- Online Training Session on Online Assessment Strategies for Students at Fast University Peshawar , June 2020

MERIT CERTIFICATES:

Gold Medalist (MPhil)

Certificates of Academic achievements.

Certificates on Co Curricular Activities.

Certificate and appreciation letters awarded for organizing various social Activities and functions.

ACHIEVEMENTS:

Compilation of APS school prospectus.

Compilation of newsletters.

Compilation of APSACS Resource Handbook.

Research Publication in ELT Voices - India international journal.

<http://eltvoices.in/volume-4-issue-1/>

Naheed Haq - Academia.edu

independent.academia.edu/HaqNaheed

Naheed Haq studies **Teacher** Education, **Teachers'** professional development, **Analyzing Teachers 'Experiences and Attitudes towards Formative Assessment** .

Live articles on Ezine.com.

<http://EzineArticles.com/>

Member SPELT (Society of English Language Teachers of Pakistan)

Member British Council Connecting Classrooms online.

Member Youth Assembly of KPK.

INTERESTS:

To speak as a presenter on various topics.

Participation in seminars as a presenter or speaker.

HOBBIES:

Reading Books

Writing stories, articles and poems.

Keeping Pets.

Working on the projects.

LANGUAGE SKILLS:

English

Urdu

Pashto

REFERENCES:

1. Dr Mohammad Iqbal, Assistant Professor ,Islamia College University Peshawar. Contact : 03456440055 , email: iqbalkhan@icp.edu.pk
2. Dr. Saleem Gul , Assisatnt Professor, Coordinator Research Centre Institute of Management sciences Peshawar. Contact: 03005977113, email: s.gul@imsciences.edu.pk
3. Dr. Mohammad Sadique , Assistant Professor, PHD & MS Programme Coordinator Institute of Management sciences Peshawar. Contact: 03100112290 , email: muhammad.siddique@imsciences.edu.pk.
4. Dr. Fahad Abdullah , Assistant Professor, Institute of Management sciences Peshawar. Contact: 0300 8581401 , email: fahad.abdullah@imsciences.edu.pk
5. Mr. Mahbood Gul Kakakhel , Legal adviser, Institute of Management Sciences Hayatabad , Peshawar.Contact: 03319123123, email : sm_kakakhel@yahoo.com.
6. Dr Syed Zahid Ali shah, Assisatnt Professor ,Islamia College university Peshawar. Contact: 03339341319. email :zahidicp65@gmail.com.
7. Dr. Shuja Ahmad, Assisatnt Professor, University of Peshawar. Contact : 03349169871 , email: shuja_ahmad@upesh.edu.pk

8. Dr. Zahoor Khan , Assisatnt Professor, Coordinator BS Economics,
Instititute of Management sciences Peshawar. 03339051760, email :
Zahoor.khan@imsciences.edu.pk