

CURRICULUM VITAE

Umul Juweria

Najran University

Po Box # 1988

Al-Areesa

Najran

K.S.A

Email : Juweria786@gmail.com

Mobile : 00966557389070

CAREER SUMMARY

Accomplished educator with demonstrated ability to teach, motivate, and direct students while maintaining high interest and achievement. Articulate communicator able to effectively interact with diverse populations of students at a variety of academic levels. Consistently maintain excellent relations with students, parents, faculty and administrators. Self-motivated with strong planning, organizational and leadership skills.

TEACHING SKILLS

- A talent for involving and motivating students of all ability levels.
- Excellent written and verbal communication skills, with the ability to convey subject material in an accessible and compelling manner.
- Strong leadership qualities and the ability to manage challenging behavior calmly and effectively.
- The ability to establish positive relationships with fellow professionals and parents.

PROFESSIONAL EXPERIENCE

- Working as a Language Instructor at **Najran University, College of Administrative Sciences-Girls** from 24th September 2012 to till date.
- Worked as a Language Instructor at **Najran University, Preparatory Year for Girls in English Department**, from 19th February 2011 to 29th August 2012
- Worked as a Lecturer in **Smart ICBM College** in **English Department** since August 2007- Oct 2009.

CERTIFICATION

- **IELTS** (International English Language Testing System)

ACADEMIC QUALIFICATIONS

- Master of Arts (English Literature) -- from Osmania University in first division.

- Bachelor -- from Osmania University in first division.
- Intermediate -- from Board of Intermediate Education in first division.
- Secondary School Certificate -- from V.D.M.H School in first division.

TECHNICAL EDUCATION

- Ms-Office
- Accounting Package (Tally)
- Sound Usage of Listening & Speaking Language Tools
- Communication Techniques using TSE

STRENGTHS

Diligent, Quick Learner, Positive Attitude, Patient, Sincere and Effective Team player.

HOBBIES

- Drawing
- Reading Books and Writing articles

PERSONAL PROFILE

Name : Umul Juweria
Father's name : Mohammad Abdul Wahab
Nationality : Indian
Religion : Islam
Languages known : English, Hindi, Urdu and Arabic.
Date of birth : 09 November 1983
Marital status : Married
Passport# : H5325078 issued at Hyderabad, India
Passport Expiry : 2019
Permanent Address : H.No:13-1-1232/6, Ambedkar Nagar Colony,
Karwan, Hyderabad-500067, Andhra Pradesh, India.

Date: October 29, 2016
Place: Najran

(UMUL JUWERIA)