

CURRICULUM VITAE

Saima Usmani

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Experience

- I have been working as a Lecturer in English from Oct 2009 to till date at King Khalid University, Saudi Arabia.
- One year of teaching experience (2008-09) as an English teacher in ATMPS, Aligarh- INDIA

Medals & Awards

- Award for the **BEST TEACHER** in the college in the year 2022.
- **Gold Medal** for standing first at the Bachelors level in the University (A.M.U).
- Asghar Ali Mardan Ali Memorial **Gold Medal** for standing first in the Class (A.M.U) at Bachelors
- **Gold Medal** for standing first at the Masters level in the University (A.M.U).

- **Gold Medal** for standing first at the Masters level in the Class (A.M.U).

Certificates

- Certificate for **standing first** at the Bachelors level in the University (A.M.U).
- Asghar Ali Mardan Ali Memorial certificate for **standing first** in the University (A.M.U) at Bachelors .
- Certificate for standing first at the Masters level in the University(A.M.U).
- Certificate for **standing first** at the Masters level in the Class (A.M.U).
- Merit Certificate for **Academic Excellence** in B.A (Hons).
- Certificate for actively participated in online E-learning campaign, KKU
- Certificate for attending the training program on Developing Research Abilities : Idea Formulation and Research Management , KKU.
- Other certificates for attending Elluminate live and virtual lectures on E-learning , KKU
- Certificate for Completing E-Learning Course in KKU.
- Certificate for attended the training program organized by the English Language Unit for the faculty members.
- Certificate for attended the workshop by the Vice Presidency for Educational Affairs regarding Calendar method (As the vice Dean of the department) in December ,2022.
- Certificate for attended the workshop by the Vice Presidency for Educational Affairs regarding Teaching Strategies (As the Vice Dean of the department) in December ,2022.

- Many certificates for giving presentations to the students, graduating students, and training sessions.
- I have received other certificates for attending Webinars, workshops, and Training programs.
- Appreciation Certificates by the Dean of the college
- Appreciation Certificate by the President of the University.
- Certificate for the BEST TEACHER in the College.

Educational Qualification

- Pursuing Ph.D. in English Literature from Singhania University, India (Going to be submitted soon)
- Masters in Library and Information Science from Aligarh Muslim University (A.M.U), 2008
- Bachelor in Library and Information Science from Aligarh Muslim University (A.M.U), 2007
- Masters in English Literature and Languages from Aligarh Muslim University (A.M.U),2006
- Bachelor in English Literature and Languages from Aligarh Muslim University (A.M.U),2004
- Intermediate (+2) from Aligarh Muslim University (A.M.U),2002
- High School from Aligarh Muslim University (A.M.U),1999

Social Skills and Competencies

- Worked as the Vice Dean of the English Department, KKU-2022 to 2023
- Worked as a committee member in the ELC committee on Course specifications.
- Worked as the Campus Coordinator for English Language Centre (ELC) in KKU 2021-2022
- Working as a Quality Coordinator in English Department in Tanomah Female campus, KKU 2021 till now .
- Worked as a Coordinator of Training and Workshops in Tanomah female campus, KKU.
- Worked as the HEAD OF THE ENGLISH DEPARTMENT from 2013 till 2016, KKU.
- Worked as a Coordinator of Quality Assurance (English Department) in the College of Arts, Sciences and Community for girls, Rijal Alma , KKU from 2011 to 2021 .
- Worked as a Correspondent for the newsletter ,The Mountain Top , at Rijal Alma, College for girls , KKU.
- Nominated by the Dean for the best performer in E-learning in the college of girls, Rijal Alma, KKU .
- Actively participated in online E-learning Awareness campaign, KKU.2012-13
- Attended seven Elluminate live lectures on E-learning, KKU , 2012-13
- Attended virtual lectures on E-learning , 2012-13

- Attended training program on Developing Research Abilities : Idea Formulation and Research Management , Abha-KKU ,2013.

Workshops in 2022/2023

- Training Workshop to graduating students on "An Overview on the IELTS Test".
- Workshop to all the students on "How to Ace an Interview" 2023.
- Workshop to graduating students on " International English Language Tests" in 2023.

Publications

- A research paper entitled "**Distance Learners and e-Learning Open Courseware: A case study at IGNOU study centres, Aligarh Regional Centre**", has been presented in International Conference on Digital Libraries 2010 (ICDL 2010) held at TERI, New Delhi from 23rd-26th Feb 2010.
- "**Errors in Writing Among Female Students at the Tertiary Level in Saudi Arabia** " published in "International Journal of Linguistics, Literature, and Translation, March 2023.
- **The Prophecies in Aldous Huxley's "Brave New World(1932)" versus Modern Society** published in "Kurdish Studies" in December 2023.
- "**Role of Feminist Theories in Addressing Issues of Gender Diversity**" published in "Kurdish Studies" in January 2024.
- "**Cross-cultural Pragmatics: Analysing Speech Acts in Different Cultures**" published in the International Journal of Language and Literary Studies in February 2024.

Research Project

Topic: Errors in Writing Among Students at the Tertiary Level in Saudi Arabia and India- A Comparative Study -Funded by KKU.

Skills Set

- Excellent with using Windows.
 - Excellent with Microsoft Office Kit.
 - Excellent Internet skills.
 - Excellent with multimedia
 - Good team member, I'm capable of interacting with team members, and function efficiently with a group of workers as well as on my own.
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- Fast learner, I have the ability to learn and understand the job requirements in a relatively short time.
 - Ability to work under pressure.

Personal Data

Father's Name: Late . Mr. Nafis Ahmad Usmani

Date of Birth : 01-05-1983

Religion: Islam

Marital Status: Married

Languages Known: English, Arabic, Hindi and Urdu

Nationality : Indian

Gender : Female

Proficiency in Computer : M.S word, Excel Power point , web designing etc.

THANK YOU

SAIMA USMANI

