

**MUNAZZAH HAYAT**

**E - mail: [Ihsanmani85@gmail.com](mailto:Ihsanmani85@gmail.com)**

**Contact No.: +923320606948**



## **Apercu**

---

- ❖ Lecturer in English Kohat university of science and Technology Kohat Pakistan.
- ❖ Senior English Language & Linguistics Teacher, Dubai, UAE.
- ❖ QHSE Consultant having 11 months professional experience in Abu Dhabi UAE.
- ❖ A skilled professional English teacher with 9 years teaching experience in schools and Colleges of Kohat, Pakistan.
- ❖ Expertise in handling curriculum, lesson planning & SDP (school development programme).
- ❖ Professional in the application of diverse teaching approaches & methodologies accordingly.
- ❖ An effective communicator in ELT 'English Language Teacher/Trainer' with excellent relationship building with students.(especially during teaching)
- ❖ Strong analytical and problem solving ability.
- ❖ A good student counselor
- ❖ TEFL Qualified- 'Teaching of English as a Foreign Language'.
- ❖ QMS -9001-2015- 'Quality Management System' -IRCA Approved Lead Auditor, Abu Dhabi.
- ❖ OHSAS-18001-2007- 'Occupational Health and Safety System and Assessment Series -IRCA Approved Lead Auditor, Abu Dhabi.

## **Work Experience**

**ENGLISH LECTURER: DEPARTMENT OF ENGLISH KOHAT UNIVERSITY OF SCIENCE AND TECHNOLOGY KOHAT PAKISTAN FROM Fall, 2019 To Fall, 2020.**

**SENIOR ENGLISH LANGUAGE & LINGUISTICS TEACHER: H.H SHEIKH RASHID AL-MAKTOOM PAKISTANI SCHOOL DUBAI, UAE, MARCH 2017 TO 2018.**

## **Responsibilities**

- ❖ Teaching of English as second language learning.
- ❖ Working effectively on all four skills of English Language.
- ❖ Assistant Head of English Department.
- ❖ Head of Moral Education Department.
- ❖ Working on Differentiated groups of Students.
- ❖ Teaching with integrating different subjects accordingly.

- ❖ Enhancing interpersonal skills of students.
- ❖ Curriculum & Adjusted Curriculum Handling.
- ❖ SEND Students Handling.
- ❖ Working on Psychomotor, Cognitive & Affective Domains.
- ❖ Working on Bloom's Taxonomy.
- ❖ Working on Differentiated Objectives and its achievements along with evaluative assessments for differentiated groups of students.
- ❖ Teaching advanced curriculum with related co-curricular activities.

- ❖ Solve students' problems effectively.
- ❖ Effective assessments on the work done.

**QHSE CONSULTANT: Quality Reliance/Al-Tair Group of Services, Abu Dhabi UAE, March 22nd 2016 to March 2017.**

**Responsibilities**

- ❖ Make the plan for the project completion and report the status to the consultancy team leader.
- ❖ Evaluate the management system of an organization compliance with the requirements of international standards; present the gap analysis to the organization.
- ❖ Develop quality, HSE and food safety manuals, and procedures and implement ISO and other standards in an organization and according to UAE law and regulations.
- ❖ Assist in developing QHSE management system, procedures, processes, objectives, quality, HSE and food safety manuals, controls documentation, records, functions and services to lead to ISO certification.
- ❖ Assist in populating and manipulating the document control, management tool.
- ❖ Monitor the execution of HSE standards by subcontractors /contractors on sites/offices.
- ❖ Develop an internal auditing program that leads to better operational performance, compliance with visibility of possible certification.
- ❖ Identify and address, with leadership. Organizational issues that hinder the development of a certified process- centric organization.
- ❖ Conduct QHSE audit and prepares audit reports.
- ❖ Conduct investigations of accidents and incidents.
- ❖ Assist in developing a corrective action program.
- ❖ Assist in building customer satisfaction performance measurement system including collection, analysis and process improvement.
- ❖ Coordinate with client for scheduling of meeting and preparation of minutes of meetings and follow up on actions decided in relation to QHSE issues.
- ❖ Carry out internal audits in the organization.
- ❖ Provides trainings to clients in relation to topics in quality, safety and environmental issues.
- ❖ Helping in improving companies through assessing weaknesses and recommending solutions

**English Teacher :Government Girls Degree College KDA Kohat, Pakistan.(December,2014-February,2016)**

**Responsibilities**

- ❖ Worked as an effective &co-operative faculty member.
- ❖ Manage & supervise class efficiently.
- ❖ Created friendly &healthy learning environment for students.
- ❖ Applied students' based learning syllabus& curriculum.
- ❖ Enhanced students' co-curricular activities according to the modern curriculum.
- ❖ Created a professional relationship with parents.
- ❖ Focused on integrated studies, analysis, evaluation, assessments&research based studies.
- ❖ Introduced & welcomed innovative ideas.

**English Lecturer: Sir Syed College Of Education Kohat, Pakistan:- ( March,2012—April ,2014)**

**Responsibilities**

- ❖ Followed the given curriculum with regular lesson planning.
- ❖ Teaching with attractive approaches.

- ❖ Applying teaching methodologies according to students' aptitude.
- ❖ Preferred students' based class room learning.
- ❖ Teaching curricular syllabus integrated with co-curricular activities.
- ❖ Evaluating students' aptitude and attitude on the basis of given criteria.
- ❖ Used incentives regularly

**Programme Co-Ordinator: Al-Khidmat Development Welfare Organization, Pakistan: (2011-2013)Part-Time.**

**Responsibilities**

- ❖ Followed the given curriculum with regular planning.
- ❖ Planned with attractive job relevant approaches.
- ❖ Applying diverse methodologies according to need base.
- ❖ Evaluating, co-ordinating programmes effectively.

**Wisdom Science College, Karak, Pakistan,Head Mistress:-(Sep 2010----Dec 2011)**

**Responsibilities**

- ❖ Worked as an effective &co-operative Administrator.
- ❖ Manage & supervise school efficiently.
- ❖ Created friendly environment for faculty &healthy learning environment for students.
- ❖ Advised & applied students' based learning syllabus& curriculum.
- ❖ Developed strong bondage between teachers---students---parents.
- ❖ Enhanced students' co-curricular activities according to the modern curriculum.
- ❖ Created a professional relationship with parents.
- ❖ Focused on integrated studies, analysis, evaluation, assessments&research based studies.
- ❖ Introduced & welcomed innovative ideas in SDP (school development plan)
- ❖ Made & applied a full-fledged SDP for minimum 2 years and maximum 5 years.
- ❖ Students—Teachers—Parents were appreciated through incentives.
- ❖ Worked and brought the above3 as a one co-operative team.
- ❖ Managed time efficiently.

**Admission Assistant: Kohat Law College,Pakistan.(2009-2011).Part time.**

**Responsibilities:**

- ❖ Worked as an effective & co- operative faculty member.
- ❖ Managed & supervised efficiently.
- ❖ Created friendly & co-operative environment.

- ❖ Created a professional relationship.
- ❖ Focused on integrated studies, analysis, evaluation, assessments & research based studies.
- ❖ Introduced & welcomed innovative ideas.
- ❖ Planed and managed the task effectively.
- ❖ Developed strong bondage and co-ordination with clients.

**English Teacher:- The City School, Kohat Branch.( Oct 2008—April 2010)**

**Responsibilities**

- ❖ Followed the given curriculum with regular lesson planning.
- ❖ Teaching with attractive approaches.
- ❖ Applying teaching methodologies according to students' aptitude.
- ❖ Preferred students' based class room learning.
- ❖ Teaching curricular syllabus integrated with co-curricular activities.
- ❖ Evaluating students' aptitude and attitude on the basis of given criteria by school.
- ❖ Use of incentives regularly

**English teacher:-Khawas Public High School, Kohat, Pakistan.  
Sep 2002-Sep2004**

**Responsibilities**

- ❖ Teaching of English as second language learning.
- ❖ Teaching with integrating different subjects accordingly.
- ❖ Enhancing interpersonal skills of students.
- ❖ Teaching advanced curriculum with related co-curricular activities.
- ❖ Solve students' problems effectively

**Qualifications**

- ❖ **M.Phil in English Linguistics 2020** from Bacha Khan Government University, KPK, Pakistan.
- ❖ **QMS 'Quality Management System' IRCA Approved Lead Auditor, Abu Dhabi.**
- ❖ **OHSAS 'Occupational Health and Safety Assessment Series' IRCA Approved Lead Auditor, Abu Dhabi.**
  
- ❖ **Diploma TEFL (Teaching of English as a foreign Language)** from AIOU Islamabad Pakistan.2016.
  
- ❖ **Master of Arts(English) 2008**, Peshawar University Pakistan. (History, poetry, novel, drama, criticism, ÉLT)
  
- ❖ **Master of Education,(M.ed).2010.**Peshawar University Pakistan.  
(Curriculum Development, Educational Psychology, Education management and supervision, philosophy of education, Research techniques, Guidance and counseling, English as a special subject, computer education. Measurement and evaluation thesis.

❖ **Bachelor of Arts B.A** with English Elective & Islamic Studies 2006, Kohat University.

❖ **Bachelor of Education B.Ed** with functional English 2009, Peshawar University.



## Achievement Certificates

- ❖ Certificate: Social work programme from Kohat University of science & Technology.(2005-2006)
- ❖ Certificate: Computer Diploma in Ms.Word, PowerPoint, excel, access, internet.(2003-2004)Com-Tec Degree College Kohat.
- ❖ Certificate: Civil Defense based general courses (2006) Kohat University.

## Research Based Works

- ❖ Research on evaluation of four skills of English language teaching methodologies in private schools in district Kohat.
- ❖ Research based study : report writing on the “importance ,effectiveness and usefulness of reading activities of ESL learners at Primary Schools Kohat,disttKohat.
- ❖ Research based study : report writing on the “effectiveness of the learning of vocabulary through teaching aids important to ESL teachers/learners at Secondary level in Govt. Girls Schools Kohat, disttKohat.
- ❖ Research based study : report writing on the“effectiveness of functional syllabus in English language to EFL learners in the classroom practice at primary level Schools Kohat, disttKohat.
- ❖ Research based study: report writing on the “effectiveness of learning of vocabulary through games to ESL learners at intermediate level in Govt. Girls Degree Colleges Kohat, distt Kohat.

## Published paper

**Importance of the Usage of Multiple Auxiliary Verbs in English Language in the Corpus Approach/ Group Learning of the Students of Bachelor Level in District Kohat.**

## Publishers

ISSN: 2090-4274 Journal of Applied Environmental and Biological Sciences

*www.textroad.com*

## Paper Under Review

**A case study of the use of figurative language in the natural discourse**

## Paper Under Submission

## **Intercultural Communication: A Comparative study of L3 learning motivation in Pashto language and English language.**

### **Skills & Interests**

- ❖ Management & Teaching skills
- ❖ Interpersonal skills
- ❖ Presentation skills
- ❖ Evaluative & Analytical Skills
- ❖ Computer Skills.
- ❖ (Use of MS word for long & short writings, Power point for attractive presentations.)
- ❖ Guidance & counseling skills



Time management Skills



Innovative & research based study skills

### **Interpersonal skills**

- Excellent written and verbal communication skills.
- Decision making, Listening, Multi-tasking.
- Public Presentation skills.
- Ability to work independently as well as in groups.

### **Personal Information**

F a t h e r   N a m e :   O M A R        H A Y A T        P a s s p o r t : D D 6 1 7 6 3 6 4

H u s b a n d   N a m e :   I H S A N   U L L A H

D a t e   o f        B i r t h   0 6   -   1 1   -   1 9 8 6   P P   E x p i r y : 6 - j a n u a r y - 2 0 2 6

R e l i g i o n :        I        s        l        a        m

N a t i o n a l i t y        P a k i s t a n i        M a r i t a l   S t a t u s : M a r r i e d

Residency Status  
(Currently in Pakistan)

### **Languages**

**E n g l i s h : F l u e n t   U r d u : F l u e n t        P a s h t u : F l u e n t   A r a b i c : ' B a s i c '**