# Ms. Sadia Sharif



[redacted]
**District Attock, Pakistan.**
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## PERSONAL PROFILE:

Highly motivated, A balance of academic and practical qualities. Dynamic, passionate and structured worker who takes logical approaches to the challenges. Confident and organized team member, as demonstrated by several successful group projects at the university. Quick learner, self-motivated and always striving for excellence in the work. Excellent problem solving and project delivery abilities within strict time to the highest levels of quality.

## JOB EXPERIENCES:

### (BS-18) Regular
### Oct, 2010 to date

**Lecturer in English at The University of Education Attock Campus , Pakistan.**

**Subjects taught:**

- Linguistics, English Literature (Post Graduate level).
- Methods of Teaching English, Thesis supervisor at M.A English & M.ed, Report Writing, Spoken English courses etc.
- Setting and marking exam papers and coursework assignments.
- Admin In charge, member co-curricular activities committees at UE Attock Campus.
- Communication &presentation skills

## Additional Performances at Campus:

- **Coordinator Department of English From 2021-to date**
- **In charge student Affairs 6years (2013-2019)**
- **In charge sports committee(2013-2019)**
- **Member discipline committee**
- **Nominated as HEC Recognized Master Trainer (Communication skills)**
- **Tutor at Allama Iqbal Open University, PGD(TEFL) Program Attock Region.**
- **AIOU External supervisor and Research (Thesis)supervisor Attock Region**

**COMSATS Institute of Information and Technology Attock Campus**
**Lecturer (Visiting Faculty Evening)**
**23rd January,2012 to 24th October 2013**

- Teaching Report Writing skills
- Teaching Business Communication
- Teaching English comprehension and composition

**ALLAMA IQBAL OPEN UNIVRSITY Attock Region**
**Tutor of PGD (TEFL) Teaching English as a foreign Language**
**External supervisor and Thesis supervisor for M.A (TEFL)**
**2015 to date**

**The Educator Hazro campus, Attock**
**Aug 2008- July, 2010**

- School Head / Principal
- Management
- Administration

**The Leaders College Rawalpindi**
**Nov,2006-July ,2008**

- College Principal
- Management
- Administration

**Siddeeq Public School Rawalpindi**
**Nov 2005-Nov,2006**

- Secondary Wing teaching English
- In charge of literary society
- Co- curricular activities

**Pyramids International School and college MZD Azad Kashmir**
**Nov2001-Nov, 2004**

- Subject Specialist ( English)
- In charge Jinnah House (literary society)

- **EDUCATION:**
- **Phd (Linguistics )Scholar at Northern University Nowshehra (KPK)**

- **2017-2020 M.Phil. Linguistics with 3.41 CGPA In Grade A, with 1st Division Northern University Nowshehra Khyber Pakhtunkhwa Pakistan (Applied Linguistics and socio- Linguistics)**

- **2010 B.Ed. (Education) with 1st Division**
  AIOU Islamabad

- **2006 -07 PGD (TEFL) IN 1st Division**
  NUML Islamabad

- **2000 M.A (English Language & Literature) with 2nd Div**
  University of Azad Jammu & Kashmir

- **1997 B.A (Psychology, Geography) with 1st Div**
  University of Azad Jammu & Kashmir

- **1995 F.A (Economics, Islamiyat Elective, History)**
  BISE Mirpur

- **1993 Matriculation (Science) with 1st Division**
  FBISE Islamabad

## Publications:

1. AI Narrative Criticism: Reimagining Meaning, Power, and Storytelling in the Algorithmic Age Vol. 3 No. 3 (2025): Scholar Insight Journal (July-September 2026)

- An Article in International Journal ("w" category)
  LINGUISTICAANTVERPIENSIA,2021 Issue-3

www.hivt.beISSN: 0304-2294
Received:08 February, 2021
Accepted:19 March, 2021
Published:22May, 2021
Pages:-6913-6932

Title:

**Visual Analysis Of The Elements Of Cinematographic And Mise En Scene In Parasite (2019)**

## RESEARCH WORK:

- **Thesis M.Phil.**

**Title:**

**A STUDY OF LINGUISTIC, SOCIO-CULTURAL, AND ORGANIZATIONAL BARRIERS IN ENGLISH COMMUNICATION AT UNIVERSITY OF EDUCATION**

DEPARTMENT OF ENGLISHFACULTY OF ARTS AND SOCIAL SCIENCES
NORTHERN UNIVERSITY, NOWSHERA, PAKISTAN, 2020

- **Thesis of PGD(TEFL)**

  **"Using (Authentic material) Newspaper in teaching, Writing Skills at intermediate Level".**

- **Project work and PAPER IN INTERNATIONAL CONFERENCE at FJWU (Rawalpindi)**

"Research Capacity Building through International Partnership for Mapping Women Academics 'Career in Pakistan"

- **SKILLS AND COMPETENCES**:
- 2004 Refresher Language course ( English Language ) with 82% marks
  PISC Muzaffarabad, Azad Kashmir
- Feb2005-Aug 2006Basic Computer (MS Office) with 83% marks.
  RCIS Rawalpindi
- Diploma PGD (TEFL) Evening (TEFL) with 70% marks.
  NUML Islamabad

## INTERNATIONAL WORKSHOP AND PROJECT and Conferences:
## Attended being presenter and Organizer

**1st International Conference on English Literature, Linguistics and Teaching (ICELLT) 2018)**
**Interaction in English:**
**Cross cultural Awareness and communication**
**13-15 December 2018, Township Campus, Lahore**

- **From University of Education Attock Campus**
  **Have participated as Researcher in the three years project titled**

## "Research Capacity Building through International Partnership for Mapping Women Academics 'Career in Pakistan"

(2012-2015) A collaborative project of
University of Leicester, UK
& Fatimah Jinnah Women University (FJWU)
Funded by British Academy, UK

### WORKSHOPS ATTENDED AS PARTICIPANT

- "A two days Curriculum BASED TRAINING PROGRAM IN English" held at HEC Regional Centre, Lahore.
  From October16-17,2014.

- A Two Days Training Workshop on "COACHING DYNAMICS"(BEING SPEAKER AND PARTICIPENT) held at COMSATS (CIIT) ATTOCK CAMPUS
  ON March 05-06,2015.

- IN-SERVICE SHORT TERM TRAININNG OF UNIVERSITY AND COLLEGE FACULTY"
  On "Andragogical & Communication skills "
  FROM: 23rd May 2016 to 27th May 2016
  At Directorate of Research, University Of Education, Township, Lahore.

### WORKSHOPS ATTENDED AS A TRAINER /RESOURCE PERSON

**THE MAIN TOPICS WERE**

- **COMMUNICATION SKILLS**
- **PRESENTATION SKILLS AND BODY LANGUAGE**

- A Two Days Training Workshop on "COACHING DYNAMICS" (BEING SPEAKER AND PARTICIPENT) held at COMSATS ATTOCK CAMPUS

  March 05-06,2015

- HEC& HED COLLABORATIVE SHORT-TERM IN-SEVICE TRAINING OF COLLEGE TEACHERS AT ASGHAR MALL COLLEGE
  FROM :06th APRIL TO 17th APRI L2015(RAWALPINDI)

- HEC & HED COLLABORATIVE SHORT-TERM IN-SEVICE TRAINING OF COLLEGE TEACHERS AT POST GRATUATE COLLEGE CHAKWAL

  FROM: 14th DECEMBER TO17th DECEMBER 2015

- **Phase 1**
  FROM: 15th JUNE TO 18th JUNE 2016 AT HEC (LID)) H-8 RESOURCE CENTER ISLAMABAD

- "HEC& HED COLLABORATIVE, SHORT-TERM IN-SEVICE TRAINING OF NEW INDUCTEES' COLLEGE PROFESSORS AND LECTURERS OF RAWALPINDI DIVISION, ORGNIZED BY UNIVERSITY OF EDUCATION.
- **Phase 2**
  FROM: 15th JULY TO 18th JULY 2016 AT HEC (LID) H-8 RESOURCE CENTER ISLAMABAD

- "HEC& HED COLLABORATIVE, SHORT-TERM IN-SEVICE TRAINING OF NEW INDUCTEES' COLLEGE PROFESSORS AND LECTURERS OF RAWALPINDI DIVISION, ORGNIZED BY UNIVERSITY OF EDUCATION.
- **Phase 3**
  FROM: 08th AUGUST TO 11th AUGUST 2016 AT HEC (LID)) H-8 RESOURCE CENTER ISLAMABAD

- "HEC& HED COLLABORATIVE, SHORT-TERM IN-SEVICE TRAINING OF NEW INDUCTEES' COLLEGE PROFESSORS AND LECTURERS OF RAWALPINDI DIVISION, ORGNIZED BY UNIVERSITY OF EDUCATION.
- **Phase 4**
  FROM: 22nd AUGUST TO 25th AUGUST 2016 AT HEC (LID)) H-8 RESOURCE CENTER ISLAMABAD

- "HEC& HED COLLABORATIVE, SHORT-TERM IN-SEVICE TRAINING OF NEW INDUCTEES' COLLEGE PROFESSORS AND LECTURERS OF RAWALPINDI DIVISION, ORGNIZED BY UNIVERSITY OF EDUCATION.

- **Phase 5**
  FROM: 31st AUGUST TO 4th SEPTEMBER 2016 AT HEC (LID) H-8 RESOURCE CENTER ISLAMABAD

- "HEC, & HED COLLABORATIVE, SHORT-TERM IN-SEVICE TRAINING OF NEW INDUCTEES COLLEGE PROFESSORS AND LECTURERS OF RAWALPINDI DIVISION, ORGNIZED BY UNIVERSITY OF EDUCATION.
- **Phase 6**
  FROM: 3rd TO 7th OCTOBER 2016 AT HEC (LID) H-8 RESOURCE CENTER ISLAMABAD

- "HEC & HED COLLABORATIVE, SHORT-TERM IN-SEVICE TRAINING OF NEW INDUCTEES' COLLEGE PROFESSORS AND LECTURERS OF RAWALPINDI DIVISION, ORGNIZED BY UNIVERSITY OF EDUCATION.

Trainings:

- AS Resource person and TEACHER Trainer for 3 Phases
- Title of training "Teaching of English"
- UNIVERSITY OF EDUCATION PSSP (Final Phase)–PEIMA Project Attock
  TRAINING SESSION FOR HEAD TEACHER & TEACHER01-July to 08-July 2019
  Venue: UoE Attock Campus & Fatehjang

**KEY SKILLS:**

- Excellent Written and verbal communication skills in English , Urdu,Panjabi and Arabic.
- Excellent people management skills and excellent arrangement skills.
- Strong knowledge of administrator procedure and policies.

- Preventability to build effective team and promote the organization.
- Impersonal skills and self motivate person.
- Excellent skill to create beneficent and informative atmosphere for followers.

## OBJECTIVES:

To acquire a programmer, managerial, administrative position and dynamic and progressive organization where the organization culture emphasis continuous teamwork and to utilize my skills in efficient and effective manner in order to achieve the mutual benefits.

## LANGUAGES:

- Excellent &Fluent in all areas of English, Urdu and Punjabi.

## LEISURE PURSUITS:

- Badminton,
- Sketching,
- Painting ,
- Dress Designing,
- Singing,
- Web surfing.

## REFERENCES:

- Available for demand.