

MAHMOOD UL HASSAN

A Dedicated Teacher

PROFESSIONAL PROFILE

I have experience of more than two decades of teaching English language, Communication Skills, Report Writing Skills at various levels. Additionally, my administrative experience helps me to look at educational institutions from a holistic perspective.

Currently, to further myself in the academic world, I am looking for meaningful work to widen my experience and work hard for the organizations I become part of while offering my expertise and loyalty.

PERSONAL INFORMATION

- Father's Name: Ch Ahmad Moonis
- Nationality : Pakistani
- Passport : Ordinary
- Date of Birth : August 16, 1971
- Address: 174, Queen Street, Green Avenue, Chatha Bakhtawar, Islamabad, Pakistan
- Contact : +92-301-5558547
- Email: hafizmahmood@comsats.edu.pk

EDUCATION

- **M.S., Translation Studies** **October, 2021**
International Islamic University Islamabad, Islamabad Pakistan
- **M.A.,TEFL (Teaching of English as a Foreign Language)** **July, 2013**
Allama Iqbal Open University, Islamabad, Pakistan
Concentration: Computer Assisted Language at Higher Education
- **M.A., English Language & Literature** **July, 2006**
National University of Modern Languages, Islamabad Pakistan
- **P.G.D., Teaching of English as a Foreign Language** **December, 2004**
National University of Modern Languages, Islamabad Pakistan

UNIVERSITY TEACHING EXPERIENCE

Lecturer, COMSATS University Islamabad(CUI), Islamabad Pakistan. 2007- to-date

Key Responsibilities

- Taught English Comprehension & Composition, Communication Skills and Report Writing Skills to the students of BS programs.
- Developed and examined final case studies/ project reports of BS students throughout the semesters.
- Adapted teaching methods and instructional materials to meet students' varying intellectual needs, learning styles, and interests.
- Planned and taught courses of Communication Skills based upon current events.
- Designed many course outlines of Communication Skills after analyzing course outlines of local and foreign universities.

Research Associate, COMSATS University Islamabad(CUI), Pakistan 2005-2006

Key Responsibilities

- Assisted the Head, Humanities Department, COMSATS University Islamabad, Islamabad.
- Conducted class discussions, provided group study sessions and proctored class exams.

TEACHING EXPERIENCE OTHER THAN CUI

Instructor of English language, Petroman Training Institute, Rawalpindi, Ministry of Production, Govt of Pakistan, **1996-2005**

Key Responsibilities

- Taught English Compulsory courses and Business Communication courses to the students of F.Sc, BCS and DCS.

TEACHING EXPERIENCE IN AUSTRALIA

- Taught as a visiting teacher in Malek Fahad Islamic School, Challura, Sydney, Australia in 2001.

PAPER CHECKING EXPERIENCE

- Checked PGD-TEFL papers in AIOU.
- Checked F.Sc English papers in RBISE.

RESEARCH EXPERIENCE

- Submitted a dissertation on ‘Sociolinguistics Aspect of Language Learning’ for the partial fulfillment of PGD-TEFL in NUML.
- Submitted a dissertation on CALL (Computer Assisted Language Learning)for the partial fulfillment of MA TEFL, AIOU, Islamabad.
- Submitted a dissertation titled ‘Errors in English Translations of the Book Faḍā’il-i A‘māl (An Analytical & Comparative Study)’ for degree requirements of MS Translation Studies in International Islamic University Islamabad.

CONFERENCE PRESENTATIONS

- Represented HEC, Pakistan, in Sydney, Australia, on May 5, 2019, to present a paper titled, i.e., Examining the Translation Process through Psycholinguistic Perspective, in 235th THEIIR International Conference.

COURSES AND CERTIFICATIONS

- Qualified GAT (GENERAL) conducted by NTS in July 2016.
- Received an internationally recognized ‘Certificate of Completion’ from Educational Testing Service for completing the *Professional Knowledge for ELT course and assessment in the ELTeach professional development program for English language teachers*.
- Attended one month preservice training course conducted by FDA (Faculty Development Academy), COMSATS University Islamabad(CUI), Islamabad.
- Attended a course on ‘Writing Skills’ conducted by FDA(Faculty Development Academy), COMSATS University Islamabad(CUI), Islamabad.

- Attended a workchop on ‘MICRO-TEACHING’ in January,2017, conducted by FDA(Faculty Development Academy), COMSATS University Islamabad(CUI), Islamabad.

ENGLISH LANGUAGE PROFICIENCY

- Teaching experience in Malek Fahad Islamic School, South-Western Sydney, Greenacre, Australia gave enough experience to use English language for academic and general purposes.
- Delivering presentations at different places during all my visits to Australia has been a wonderful experience to understand Australian dialect.
- English language has been a medium of instruction during the courseworks of M.S (Translation Studies), M.A(TEFL), M.A (English Language & Literature) and PGD(TEFL).

SEMINARS AND CONFERENCES

- Conducted seminars and workshops on research methodology for Communication skills and Report Writing Skills for BS students in COMSATS University Islamabad.
- Attended a workshop on BLS (Basic Life Support) conducted by COMSATS University Islamabad.
- Attended 29th SPELT Interntional Conference 2013 titled ‘*SURFING THE ELT WAVE*’, conducted by CUI in collaboration with Oxford University Press Islamabad, from 1st November, 2013 to 3rd November, 2013.

MEMBERSHIPS

- Played a pivotsal role as co-opted member of Magazine Committee to publish the first Magazine of COMSATS University Islamabad in 2005.
- Served as a member of Departmental Academic Regulatory Committee to look after faculty and student affairs.

AWARDS

- Received an achievement award for conducting SPELT conference in 2013.
- Received a ‘COMMENDATION CERTIFICTE’ from Petroman Training Institute, PERAC, Ministry of Industries and Production, Govt of Pakistan for offering my services as member of Exhibition Committee to hold 8th Computer Exhibition on 6th September 1997.

FOREIGN VISITS

- Visited Australia six times **1999,2000, 2007, 2012, 2017 and 2019**
- Visited KSA **2014**

REFERENCES

Dr Usman Ayub

Head of Department

Associate Professor

COMSATS University, Park Road,

Islamabad Pakistan

E mail : usman_ayub@comsats.edu.pk

+92- 333-5351591

Dr Nadeem Javed

Professor

Faculty of Information Science

Department of Computer Sciences

COMSATS University Islamabad

Islamabad Pakistan

Email: nadeemJaviad@comsats.edu.pk

Cell # +923005792728