

Director of ELC

مدير المركز

Experience Certificate

To whom it may concern

This is to certify that Ms. **Rakhshinda Jabeen** has been working as a full-time Lecturer in English since 1 November 2007 till the end of the academic year 2023 at the **English Language Center (ELC)** under the Faculty of Languages and Translation. Her jobID number is 5578. Ms. Rakhshinda Jabeen is a Pakistani national, and her Saudi residency permit number is 2245547183.

She is an acclaimed faculty who has published numerous research papers on diverse subjects. Her communication skills, team work, and research initiatives proved an asset for the faculty. Her job description includes but is not restricted to the following:

- Serving as a full-time employee (16-20 hours weekly) English language teacher
- Preparing and delivering lectures in the English language classrooms (Eng.011 & Eng.012, Eng 011 level 1 & 2) for the university students (adult learners)
- Teaching ESP courses in the Law, Business, Home Economics, Fashion Design, and Science departments.
- Conceiving, authoring, and creating fresh content, such as audio and visual resources
- Guidance and support for students on academic and related issues
- Leading student tutorials and workshops; marking essays, assignments, and exams
- Performing basic administrative tasks like keeping student registers, attendance records, exam papers, and keeping records to track students' development and accomplishments.
- Preparing students' progress reports at the end of each term
- Coordinated the Head of Measurement and Evaluation Unit
- Conducting exam control work as a member of examination committee
- Working as midterm and final examination paper reviewer
- Act as the final examination monitor
- Teach, create, and assess online courses during pandemic
- Using Blackboard tools of teaching, testing and communication
- Using Cambridge (CLMS) tools for assessment
- Making effective use of Microsoft Office (Word, Excel, PowerPoint) for both teaching and evaluating
- Attending faculty meetings, conferences, and seminars
- Participating in the conception, development, execution, and revision of academic plans and curricula
- Any ad hoc duties that management decides to assign

Ms. Rakhshinda Jabeen has brilliantly utilized her office hours to assist the underperforming pupils. I believe that she should be considered a strong candidate for a teaching position which requires dedication and leadership qualities. I wish her success in future pursuits.

Signature

Dr. Suaad Muhammad Alqahtani
Director of English Language Center
King Khalid University, Abha. Saudi Arabia

Date: 15/08/2023



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Ministry Of Education

King Khalid University

English Language center



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