

# KASHMALA BINTE NASIR

English Linguist and Literarian

Religion: Islam

DOB: 13th January 2000

N.I.C : 32303-0938474-4

Status: Single

Nationality: Pakistan

Place of birth: Karak, KPK, Pakistan

House#798, Street 22, Sector F9, Phase 6,

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## SKILLS

- Ensured class safety
- Fostered a positive learning environment by incorporating team building activities and positive reinforcement techniques.
- Implementing the discipline ; behavior policy of the college.
- Updating student registers and attendance records.
- Participating in marketing & community events for the school.
- Taking part in departmental, year group and staff meetings.
- Carrying out detailed assessments of individual students .
- Using a range of teaching styles and ICT in lessons.

## OBJECTIVES:

- To pursue a career in a reputable organization, enhancing and fulfilling organizational and departmental goals and dedicated to creating a positive learning environment.
- To work in a challenging and rewarding position at a reputed organization that not only utilizes my educational knowledge and skills but also provides opportunity for personal growth and career development.

## AREA OF EXPERTISE:

- English Literature
- Applied Linguistics
- Content Writing
- Organizing
- Class management; Discipline
- Exam preparation
- Career guidance

## EXPERIENCES

## Teaching Experiences

### 1. Institute of Learning and Motivation (ILM)— Teacher

Phase V, Hayatabad, Peshawar

August 2018- November, 2018 ( 3 months)

August 2022 -September 2022

### 2. Qurtuba School And College ( Girls)

Street 8, Phase 5 Phase 1 Hayatabad, Peshawar, Khyber  
Pakhtunkhwa (September 2023- March 2023 )

- Preparing for tests and examinations.
- Using assessment data to set targets for pupils.
- Focused on ensuring social and emotional development of adolescent students
- Organized different school events including debate and writing competitions
  - Worked as an English teacher at college and Matriculation level. Arranged role-plays/stage-plays and sports events for students as an extracurricular activity. Gained overall experience in teaching and work environment

## ONLINE EXPERIENCES (2018-22)

### Web Content Writer

### Fiverr Freelance

Jul 2018 - Sep 2022 4 yrs 3 mos

Pakistan

As a Freelance Writer, I bring a unique voice and perspective to a variety of projects, from blog posts and articles to web content and marketing materials. With a talent for storytelling and a passion for research, I consistently deliver high-quality, engaging content that captivates audiences and drives results. Whether writing on complex topics or working within tight deadlines, I am a versatile and adaptable professional who consistently meets and exceeds expectations.

Skills: Web Content Writing Qualitative Research. Blog writing Search Engine Optimisation (SEO). SEO Copywriting Copywriting Writing

### OLX- Blog Composer

January 2019- March 2019

( 3 months)

### Senior Content Writer

iQansoft Full-time

Jan 2023 - Present 3 mos

Islāmābād, Pakistan (Remote)

As a Senior Content Writer, I bring a wealth of experience in creating compelling and engaging content for a variety of platforms, from websites and blogs to social media and marketing materials. With a sharp eye for detail and a talent for turning complex ideas into clear, concise language, I consistently deliver high-quality work that drives engagement and delivers results. Whether crafting thought-provoking blog posts, crafting compelling copy, or working on full-scale content campaigns, I am a seasoned professional with a passion for writing and a deep commitment to excellence.

**Skills:** Content Strategy Web Content Writing · SEO Copywriting. Copywriting

**Virtual Assistant**

RealVAS Part-time

Aug 2022 – December 2022

(Remote)

As a Virtual Assistant, I provide administrative support to clients remotely, utilizing my strong organizational and communication skills to help manage daily tasks, prioritize projects, and meet deadlines. With a focus on efficiency and attention to detail, I take pride in providing high-quality, reliable support to individuals and businesses across a wide range of industries. Whether managing calendars, handling email and correspondence, or conducting research, I am a versatile and resourceful professional who consistently delivers results.

**Skills:** Virtual Assistance Email Marketing Data Entry Customer Service

**Writer and Editor**

Centre for Learning Law and Business – CLLB. Contract

Nov 2020 - Aug 2021. 10 mos

Peshawar, Khyber Pakhtunkhwa, Pakistan

Working as a part-time intern at CLLB, along with my university taught me a lot about time management. I worked as a writer and editor, and also managed an English Language Program.

**Summer Intern**

Helvetas Full-time

Jun 2020 - Sep 2020 - 4 mos

Peshawar District, Khyber Pakhtunkhwa, Pakistan

I worked as a summer intern at the Helvetas

organization, where i learnt a lot. I was lucky enough to travel to different districts and interact with the people this organization has been working, and wrote their stories. This internship taught me how to act and perform in a professional space.

- Apart from active and regular teaching to classes inside schools I have arranged different creative writing classes for students, outdoor activities, in collaboration with national and international schools via Zoom and Google Meet. Organized different school events including debate and writing competitions.
- I'm also a keen writer. I have written several short stories online, and am always an active member of my department's English Literary and Linguistics club (ELLC).

**IT MANAGER (2021-22)**

- Managing social media pages
- Making content for every social media post
- Intern at learning website management of “The Mirror of Society”

**PART TIME JOBS (2018-22)**

- I have worked as an assistant for the University's chief supervisor to manage all events inside the University's campus for instance, Convocations, funfairs, book fairs and inaugurations.
- Experienced a part time job with the University's Central Library as a material reviewer and also to shelve books.
- Moreover, on the university level I have worked with societies outside the campus such as with “The Mirror of Society” as a chief editor.

**HOME TUTORING**

I have almost one year experience in teaching English and General Sciences to primary and high school students

→ Quick Learner

→ Public

Speaking

→ Hosting

**Key Strengths:**

→ Excellent communication

skills

→ Lesson planning → Instructional skills

→ Classroom management

→ SMART board

interactive displays

→ Standardized testing

→ Knowledge of the Chemistry curriculum

→ Sense of humor

→ Creativity

→ Collaboration and teamwork

→ Critical thinking

→ Leadership

→ Excellent in creating PRs

→ Active participation in co-curricular activities

→ Writing

→ Fluent in English, Urdu and Pashto

**TEACHING SKILLS**

- Knowledge of a wide range of effective teaching styles.
- Manage class budget and resources.
- Having a calm, yet assertive style of classroom management.
- Able to devise,

write and produce new teaching materials,

- including audio and visual resources.
- Ability to manage classes well and deal with challenging behavior.
- Encourage others and have a positive outlook.
- Highly organized with the ability to lead a team of teachers.
- Ensuring a safe and secure learning environment for all students.

**COMMUNITY SERVICE PROGRAM (2021-22)**

An initiative of University of Peshawar to give students a platform to serve the community. **EDUCATION**

- **Bachelor, University (BS) in English Literature and Applied Linguistics** Department of English and Applied Linguistics, University of Peshawar, Peshawar (2018-PRESENT)

3.3 CGPA upto seventh semester  
Prose, Novels, Linguistics, Poetry, Drama, Criticism

- **Faculty of Science (F. Sc) in Pre-Medical (BISEP)**

ICMS Girls College, Hayatabad Peshawar  
( 2016-2018)

- **Matriculation In Sciences (Federal Board)**

Al-Tawhid International School (ATIS), Kingdom of Saudi Arabia (KSA) (2014-2016)

**ACHIEVEMENTS**

- Arranging co-curricular activities, including farewells, annual parties, speeches and sports.
- Secured 1st position in speech competition at university, school and college.
- Secured position in sports including net ball, basketball, and swimming at school level.

- Clinched positions in Urdu and English essay competition and handwriting competition.
- Putting together displays of children’s work.

## TRAINING AND WORKSHOPS

### **Single National Curriculum (SNC) Workshop (2022)**

- Institute of Learning and Motivation School (Head Office)
- The workshop provided knowledge about how to stand out in teaching skills after the announcement of the same curriculum countrywide.
- **Workshop on Online Teaching (Zoom) (2020)**
- Pearson English, USA
- Attended this workshop to gain knowledge about online teaching strategies and using Microsoft teams to conduct online classes.
- **US Consulate Seminar (Discussion on English Language Teaching) (2021)** ● Agha Khan Auditorium, University of Peshawar, Peshawar
- Gained knowledge about importance and different strategies on English Language Teaching
- Aware of relevant teaching & academic software.
- Making sure the classroom is kept tidy/attractive.
- Managing pupil homework, according to the school policy.
- Supporting & guiding teaching assistants.
- Supporting and supervising educational games, sports and craft
- activities

## AWARDS AND CERTIFICATIONS

- Attended the TESOL 2022 Hybrid International Convention & English Language Expo. (2017)
- Attended Professional Development for Novice English teachers (PDNET) Program sponsored by RELO and US Consulate ( 2019)
- Google Certified Educator Level 1 (2018)
- First position (1st) at Inter-University Debate Competition (2018)
- Editor of the year for editing several short stories, best one being the “The Beautiful Ones” (2019)
- Certified attendant of workshops based on education from Institute of Learning and Motivation (ILM), University of Peshawar

## MANAGEMENT SKILLS

- Planning Organization and Management skills
- Command on lesson planning according to the defined time line by the institute.
- Excellent communication skills
- Coordination, team working and leadership skills
- I am an enthusiastic editor, eager to contribute to any workplace that I’m in through hard work, attention to detail and excellent organizational skills.
- I am motivated to learn, grow and excel.
- Furthermore, I am an organized and dependable candidate successful at managing multiple priorities with a positive attitude.
- My main area of expertise is content writing and teaching. Other than that I can edit and proofread various articles as well.

and Zoom

- Participation in focused group discussion on English Language Teaching by U.S. Consulate and 16th International Kangaroo Olympiad. (2020-2021)
- Regular participant of co-curricular activities in school, college and university.
- Member of literary and linguistics society
- Regular participant of sports.

## INTERESTS

- Reading
- Debate Competitions
- Speech Competitions

**PROJECTS**

- Will be provided on demand.

**Volunteer (2018-2022)**

Worked 1-1 with students struggling to afford education for three hours each week after classes Worked with a community service program in UOP in awareness of corona and drug eradication campaigns in the campus.

**Organizer-Drama Club 2018-current**

Recruited cast and directed three skits, one musical play in three years inside University Fostered the spirit of theater among young students inside the current school as well; by creating a fun, energetic environment while practicing and rehearsing units inside class.

**Library Assistant 2018-2022**

University of Peshawar  
Tagged and cataloged over 400 books which taught me dedication  
Recognized the library’s collection of many books which put into practice my time management skills.

**Inside Sales Associate (Systron Solutions, San Francisco, CA)March 2021–May 2021**

Performed an average of 90+ cold calls daily creating three new qualified prospects exceeding company average by 10%.

**LANGUAGES**

<u>LANGUAGE</u>	<u>SPOKEN</u>	<u>READING</u>	<u>WRITING</u>
ENGLISH	EXCELLENT	EXCELLENT	EXCELLENT
URDU	EXCELLENT	EXCELLENT	EXCELLENT
PASHTO	EXCELLENT	FAIR	FAIR

**SUMMARY**

I am a dedicated and focused person that is looking for opportunities to learn and grow. I take pride in being a reliable worker with the ability to quickly learn new concepts and skills. I aim to enhance my knowledge and capabilities by working in a dynamic organization that prides itself in giving substantial responsibility to new talent.

**REFERENCE**