

Zarlish Abbasi

Islamabad, Pakistan | 0317-0501897 | zarlixabbasi@gmail.com |

Objective

Passionate, enthusiastic, approachable, dedicated, and hardworking individual seeking a position in a professional setting where I can interact with others, provide support, and contribute to the overall success of the team or organization. I love teaching and it comes naturally to me. I feel alive when I am in a class or when I am teaching.

Experience

English Grammar Instructor | PSOL | July 2023 – September 2023

During my tenure at the PSOL, I served as a proficient English language instructor. This role involved conducting compelling lessons for students at different skill levels, as well as developing and evaluating assessments. Furthermore, I was responsible for furnishing constructive feedback to support students' educational advancement.

Content Writing | Different organizations | 2021 - Present

I am working as a Content Writer with experience in writing engaging descriptions, blog posts, and social media content for various organizations.

Data Entry Analyst/Researcher | Node Cypher | June 2024 – September 2024

Efficiently entered data into databases, maintaining high standards of accuracy and attention to detail. Conducted in-depth research on CEOs, companies, and industry trends to gather accurate data.

Spoken English Course Instructor | Vocan.ZA | December 2024 – Present

I design and deliver comprehensive Spoken English courses to students, focusing on improving communication skills, confidence, and fluency. Creating engaging lesson plans, incorporating interactive activities, discussions, and role-plays to cater to diverse learning styles. I also provide constructive feedback, guidance, and support to students, fostering a positive and inclusive learning environment.

Keynote Speaker | Govt. Asghar Mall College Post Graduate | December 2024

Delivered an engaging lecture on "21st Century Learners' Skills" at Asghar Mall College, focusing on essential topics such as:

- 4Cs of 21st Century Learning (Critical Thinking, Communication, Collaboration, and Creativity)
- 7Cs of Effective Communication
- Crafting impactful CVs and Cover Letters
- Mastering Job Interview techniques

English Language Instructor | MTS | May 2025 – Present

As an English teacher supporting students following the Canadian curriculum, I assist learners in developing strong skills in grammar, paragraph writing, story writing, punctuation, and reading comprehension. I help students with their academic assessments and assignments, providing clear guidance and constructive feedback to enhance their writing and communication abilities. My approach focuses on creating a supportive and engaging learning environment that encourages student confidence and continuous improvement.

Skills & Abilities

- MS Office skills
- Management
- Teamwork

- Communication
- Leadership
- HR dealing
- Project Management
- Time Management
- Active Listening
- Decision Making
- Problem Solving
- Detail Oriented
- Adaptability

Extracurricular Activities

Member Students Council | Rawalpindi Woman University | 2022-2024

As an active member of the University Students' Council, I have had the opportunity to volunteer my skills to enhance the student experience. I have served on various committees, including events, leading and organizing conferences, managing discipline duties, keeping records, preparing digital lists, and managing student welfare.

President Literary and Debating Society | Rawalpindi Woman University | 2023-2024

In the capacity of Member (2022-2023) and subsequently as President (2023-2024), I led initiatives aimed at promoting student engagement and welfare. My duties encompassed the organization of conferences, supervision of disciplinary matters, and the oversight of student well-being. These roles provided me with valuable opportunities to refine my leadership and collaborative skills through intensive interaction with fellow council members, university personnel, and students.

President | Read Pakistan | 2024-2025

During my tenure as the President of the Read Club Pakistan, I was responsible for managing membership records, facilitating reader enrolments, and coordinating club gatherings, thereby fostering a dynamic literary community.

Community Work | Rawalpindi Woman University | 2023

As a dedicated member of the university's admissions team, I actively contributed to various community-focused initiatives. I effectively utilized my public dealing skills to engage with prospective students and parents, providing guidance and support throughout the admissions process. I developed strong interpersonal and communication skills, honing my ability to collaborate with diverse stakeholders and foster a welcoming environment for all.

Education

EWorks Program | Aug 24 – Feb 25 | Rawalpindi Woman University, Rawalpindi.

BS | 2021 - 2025 | Rawalpindi Woman University, Rawalpindi.

- Degree subject: Linguistics and Literature (CGPA =3.51)

F.Sc | 2019 - 2021 | F-7/2 IMCG, Islamabad.

- Degree subject: General Science (Mathematics, Statistics, Physics)

Matriculation | 2017 - 2019 | I-9/1 IMCG, Islamabad.

- Degree subject: Science Group

Achievements

- Community Work Certificate 2023 by Rawalpindi Woman University
- Volunteer Work as Council Member Certificates by Rawalpindi Woman University
- Certificate for organizing the 2nd, 3rd, and 4th Rising Pakistan by Rawalpindi Women University.
- Certificate for organizing the 2nd, 3rd, and 4th International Conference by Rawalpindi Woman University.
- Certificates for participating/winning in various speech/debate competitions.

- Certificate for being the President of LDS at RWU
- Certificate for Idea Fest 2025
- Best Class Representative of the 2021-2025 batch.