



# Errum Malik

## Contact

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## Address

H#E1, Athar St, Defence Rd,  
Rawalpindi

## Phone

03215216462

## Email

errummalik@ymail.com

## Additional Skills

- • • Excellent communication skills
- Time management
- Strong work ethics
- Leadership
- Positivity and enthusiasm
- Basic computer and word processing skills
- Skills acquired through professional development
- Sound language and literacy

## Professional Summary

A personable and talented teacher who stays up to date on new learning technologies and trends in the education community. A highly motivated and enthusiastic educator skilled in identifying educational software and learning programmes that can benefit students. A skilled Elementary and Secondary Teacher with a background in improving student performance. Focused on working with students, parents, colleagues and administrators alike to teach and motivate students. Highly innovative and resourceful. Education professional who quickly identifies and resolves challenging classroom situations.

## Work Experience

29.01.2002 till present

### Army Public School & College, Humayun Road, Rawalpindi

- English Lecturer
- Develop lesson plans in line with curriculum objectives.
- Adapt teaching methods to meet the varying needs and styles of students.
- Facilitate learning by establishing a relationship with students, organising learning resources and the classroom environment.
- Establish and enforce rules for class management and student behaviour.
- Prepare, administer and mark tests and assignments to evaluate student progress.
- Report on student progress on a regular basis.
- Use a Learning Management System to facilitate learning and report on student progress and take attendance for each lesson.
- Applying a Communicative Approach to language teaching and creating a learner-centred environment in a classroom.
- Creating and designing worksheets for students having different learning styles.

## Education

01.01.1998 - 01.08.2000

### Quaid-e-Azam University Islamabad

- M.A English Literature & Language

04.11.2019 - 11.02.2020

### Hunter College City University, New York

- TEFL
- Fundamentals of English Language Teaching
- Teaching Young Learners
- Reading Skills
- Listening Skills

01.07.2019 - 10.08.2019

### Cambridge University

- TKT

01.05.2019 - 15.07.2019

### Cambridge University

- CAE

01.08.1997 - 15.12.1997  
**National Institute of Modern Languages, Islamabad**  
• Diploma in English Language

01.12.2000 - 15.12.2001  
**Allama Iqbal Open University**  
B.ED

## Languages

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English — C1

Urdu — C1

## References

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Principal  
Brig(R) Maqbool Ahmad  
Army Public School & College  
03215840017