Curriculum Vitae

**Personal Information:**

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| :  NAME: **Maliha Batool**  DATE OF BIRTH: **18, Dec, 1988.**  NATIONALITY: **Pakistani**  CELL PHONE: **+92-3006366486**  E-MAIL: **[maleehamalik666@gmail.com](mailto:maleehamalik666@gmail.com)**  ADDRESS: **Shahdola Road Chah Beri Wala Gujrat (Punjab).** |

### EDUCATION:

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| **Year of Passing** | **Degree** | **Discipline** | **Grade/Division** | **Institution** |
| **2016** | **Master of Studies**  **(M.S)** | Linguistics | 3.4 CGPA | National College of Business Administration & Economics |
| **2014** | **Master of Arts (M.A)** | English Literature & Linguistics | 3.18 CGPA | National College of Business Administration & Economics |
| 2011 | **Bachelor of Arts**  **(B.A)** | English  Political Science  Islamyat | 2nd division | University Of Gujrat |
| **2008** | **Intermediate**  **(FA)** | Arts | A Grade | Government College Gujranwala |
| **2006** | **Matriculation** | Arts | A Grade | Government Aligarh high school Gujranwala |

**Extra Courses:**

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| **Course** | **University** | **Conducted By** | **Status** |
| **Syllabus Designing Workshop** | Oxford University Press | Syeda Masooma & Team | Live |
| **Lesson Planning Workshop** | Oxford University Press |  | Live |

**LANGUAGE & DEGREE OF PROFICIENCY**

1. **Punjabi : Reading, Writing and Listening.**
2. **Urdu: Reading, Writing and Listening.**
3. **English: Reading, Writing and Listening.**

## COMPUTER SKILLS

* Working knowledge of **MS Office** and **Internet.**

**EXPERIENCE:**

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| 6 years teaching experience as an Academic Coordinator of Pre-School in The Educators (Bara Dari Campus Gujrat)2 years teaching experience as lecturer of English in ILM College Gujrat (Session 2015-2017)1 years teaching experience as visitor faculty lecturer of English in NCBA&E Gujrat (Session 2015-2017)  * 1year experience in **Cadet College Jhelum** as **Lecturer of English** (Session 2018-till date.) |

**Skills \ Interests:**

* Extrovert Personality.
* High Self esteem and Self Confidence
* Proficiency in speaking English and Urdu.
* Possess good organizing skills.
* Can manage multi-tasking.