



GHULAM NABI MEMON

Flat# B2 ASRC Plot#ST20 Block 2 Clifton, Karachi. 

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March 1987 

Graduated in English with diverse work experience of teaching, invigilating with British Council, and working for a humanitarian organization. I know the modern methodologies of teaching with pedagogic applications. Aware of the skills of modern translation and transcription. I am also an athlete and love to engage with people in a professional setup as well as in a ground. I am always eager to learn and apply innovative ideas and techniques to continuously enhance my skills to serve more effectively to our people of under privileged areas. Apart from this, I am an author and Editor at Amazon where I have written more than thirteen books on a wide range of topics. Currently, draft articles on Hubpages.com where I have written more than sixty articles on different topics.

Experience

English Lecturer

Pakistan Steel Cadet College Karachi

2018 – Present

- Organize classroom lectures and coursework
- Prepare materials and activities
- Assign homework and interesting exercises
- Identify students with specific requirements and create individualized plans
- Determine exam and assignment grades
- Provide feedback based on workload and classroom behavior
- Keep a record of students' attendance and grades
- Research new language teaching methods
- Manage classroom crises and resolve conflict
- Inform parents about their children's performance
- Collaborate with teaching staff and administrator

General Secretary(volunteer)

Peoples Human Rights Organization

2013 – 2018

- Arranging annual meetings of the body
- Writing annual reports
- Organizing events of the organization
- Look after the running projects
- Translate the reports and publish them in the newspapers and on social media
- Arranging meetings with public sectors
- Arranging protests for any human rights violations
- Write to the public sector about any injustice

Early Childhood Education Trainer

Young World Academy management and science Karachi 2017 – 2018

- Taught child development
- Taught early childhood education teacher development

English Teacher

Sachal Sarmast School Karachi 2014 – 2016

- English Literature
- English Grammar

Social Mobilizer

Human Rights Organization, Karachi Jan 2008 – June 2008

- Identification and involvement of the vulnerable groups and families in the project planning and implementation.
- Any other activity assigned by senior staff.

Skills

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| <ul style="list-style-type: none">• Teaching Skills• Translation• Transcription• Article Writing• Authoring• Creative Writing• Content Writing | <ul style="list-style-type: none">• Technical Writing• Communication (Writing and Presentation)• Affiliate Marketing• Digital Marketing• Administration | <ul style="list-style-type: none">• Leadership• Business Communication• Team Management• Time Management |
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Education

M.A. English Literature & Applied Linguistics

National University of Modern Languages 2013

Majors

Phonetics & Phonology General Linguistics Research methodology
Linguistics Grammar Syntax and Semantics English, American and Canadian Socio and Psycho
Literature Stylistics TEFL

B.A. Political Science

Shah Abdul Lateef University, Khairpur 2010

Activities

Literature • Environmental conservation • Art • Novel Reading • Biography Reading • Travel