

# NigarTarunnum

## Short Resume:

I am an adaptable and responsible person. My reliability, communication skills, responsibility and friendly nature are assets I bring to the work. I have experience in strong organizational and administrative skills with the ability to work independently and use my own initiative. I also have the ability to work under pressure, meeting tight deadlines.

### Goal:

This lifetime will never come again; it is precious and irreplaceable. To live without regret, we must have a concrete purpose, continually setting goals and challenges for ourselves.

### EXPERIENCE:

- Worked as a lecturer for seven years at a girls' college in India.
- For the last three years I've been working as a lecturer in English Language Department at Faculty of Education for Girls at Zulfi, Majmaah University.

**All of my work experiences have involved working within a team-based culture. This involved planning, organization, co-ordination and commitment.**

## Academic Degrees:

Degree	Major	University	Year of Graduation	Country
Master's Degree	English Language & Literature	Ranchi University	1987	India
Bachelor's Degree	English Language & Literature	Ranchi University	1984	India
Bachelor of Education	English	Ranchi University	1989	India

## Publications

Publication Title	Name of Journal	Date of Publication	Link
Learning Language Through Literature	Language and Literature Academy, India	2012	
The Modern English Novel	Literary Review, Danapur, India	2003	
Catharsis in Thomas Hardy's	University	1995	

Novel		Journal, India		
Compiled Resource Book for ENG 225		Zulfi, KSA	2014	
Articles		Frequently published in various magazines in India		
Administrative Designations, Committees and Units				
College Units & Committees	Designation (head, coordinator, member)	Department Units & Committees	Designation (head, coordinator, member)	
		Courses Specification	Member	
		Academic Guidance	Member	
		Higher Studies & Academic Research Committee	Member	
Administrative Designations				
Administrative Designation		Period of Time		
Courses (Current Semester)				
Course Code & Number	Course Name	Actual Hours	Credit Hours	
ENG 225	Introduction to Literature		3	
ENG 323	Semantics		3	
ENG315	Morphology		3	
4212	American Fiction		2	
...	American Poetry		2	
4216	American Drama		2	
Courses (Previous Semesters)				
4131	Advanced Writing		2	
4115	Modern European Drama		2	
3214	Modern English Poetry		2	
4146	Sociolinguistics		2	
3115	Shakespeare		2	
3139	Semantics		2	
3111	19 <sup>th</sup> Century Fiction		2	
3219	Practical Criticism		2	
3212	Modern English		2	

	Novel		
2214	Metaphysical and Pre-Romantic		2
Administrative & Academic Experience (Former Administrative & Academic Designations)			
Former Administrative Designations		Period of Time	
Academic Ranks		Period of Time	
Training Courses			
Name	Course Type	Institution	Date
How to use Microsoft Access to make databases	Workshop	Faculty of Education for Girls	13/2/2014
Refresher Course in English Language and Literature	Academic Course compulsory for Lecturers	Academic College, Ranchi University	12 March,2005
E-Leaning Course	Workshop	Faculty of Education for Girls, Zulfi	4/7/1434 H
How to Use Smart Boards	Workshop	Faculty of Education for Girls, Zulfi	1434 H
Solar Energy	Workshop	Faculty of Education for Girls, Zulfi	1/6/1433 H
Faculty Members Activities			
Activity		Link	
Presented a research paper in a seminar from 20 to 22 July 2013.			

<b>Contact Information</b>			
<b>Office Hours</b>			
<b>Day:</b>	<b>Sunday</b>	<b>Hour:</b>	<b>10-12 am</b>
<b>Day:</b>	<b>Wednesday</b>	<b>Hour:</b>	<b>10-12 am</b>
<b>Academic Advisory</b>			
<b>Day:</b>	<b>Monday</b>	<b>Hour:</b>	<b>10-12 am</b>
<b>Contact Me</b>			
<b>Phone</b>	<b>0562023895</b>		
<b>E-mail:</b>	<b>n.tarunnum@mu.edu.sa</b>		

<b>Faculty University Website:</b>	<a href="http://faculty.mu.edu.sa/ntarunnum">http://faculty.mu.edu.sa/ntarunnum</a>
<b>Other Website:</b>	
<b>Blogs</b>	