|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NigarTarunnum** | | | | | | |
| **Short Resume:** | | | | | | |
| I am an adaptable and responsible person. My reliability, [communication skills](http://www.kent.ac.uk/careers/sk/communicating.htm), responsibility and friendly nature are assets I bring to the work. I have experience in strong [organizational](http://www.kent.ac.uk/careers/sk/skillsactionplanning.htm) 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**](http://www.kent.ac.uk/careers/sk/teamwork.htm)**culture. This involved**[**planning**](http://www.kent.ac.uk/careers/sk/skillsactionplanning.htm)**, organization, co-ordination and commitment.** | | | | | | |
| **Academic Degrees:** | | | | | | |
| **Country** | **Year of Graduation** | **University** | | **Major** | | **Degree** |
| **India** | **1987** | **Ranchi University** | | **English Language & Literature** | | **Master's Degree** |
| **India** | **1984** | **Ranchi University** | | **English Language & Literature** | | **Bachelor's Degree** |
| **India** | **1989** | **Ranchi University** | | **English** | | **Bachelor of Education** |
| **Publications** | | | | | | |
| **Link** | **Date of Publication** | **Name of Journal** | | **Publication Title** | | |
|  | **2012** | **Language and Literature Academy, India** | | **Learning Language Through Literature** | | |
|  | **2003** | **Literary Review, Danapur, India** | | **The Modern English Novel** | | |
|  | **1995** | **University Journal, India** | | **Catharsis in Thomas Hardy's Novel** | | |
|  | **2014** | **Zulfi, KSA** | | **Compiled Resource Book for ENG 225** | | |
| **Frequently published in various magazines in India** | | | | **Articles** | | |
| **Administrative Designations, Committees and Units** | | | | | | |
| **Designation (head, coordinator, member)** | **Department Units & Committees** | | **Designation (head, coordinator, member)** | | **College Units & Committees** | |
| **Member** | **Courses Specification** | |  | |  | |
| **Member** | **Academic Guidance** | |  | |  | |
| **Member** | **Higher Studies & Academic Research Committee** | |  | |  | |
| **Administrative Designations** | | | | | | |
| **Period of Time** | | | **Administrative Designation** | | | |
|  | | |  | | | |
| **Courses (Current Semester)** | | | | | | |
| **Credit Hours** | **Actual Hours** | | **Course Name** | | **Course Code & Number** | |
| **3** |  | | **Introduction to Literature** | | **ENG 225** | |
| **3** |  | | **Semantics** | | **ENG 323** | |
| **3** |  | | **Morphology** | | **ENG315** | |
| **2** |  | | **American Fiction** | | **4212** | |
| **2** |  | | **American Poetry** | | **…** | |
| **2** |  | | **American Drama** | | **4216** | |
| **Courses (Previous Semesters)** | | | | | | |
| **2** |  | | **Advanced Writing** | | **4131** | |
| **2** |  | | **Modern European Drama** | | **4115** | |
| **2** |  | | **Modern English Poetry** | | **3214** | |
| **2** |  | | **Sociolinguistics** | | **4146** | |
| **2** |  | | **Shakespeare** | | **3115** | |
| **2** |  | | **Semantics** | | **3139** | |
| **2** |  | | **19th Century Fiction** | | **3111** | |
| **2** |  | | **Practical Criticism** | | **3219** | |
| **2** |  | | **Modern English Novel** | | **3212** | |
| **2** |  | | **Metaphysical and Pre-Romantic** | | **2214** | |
| **Administrative & Academic Experience (Former Administrative & Academic Designations)** | | | | | | |
| **Period of Time** | | | **Former Administrative Designations** | | | |
|  | | |  | | | |
| **Period of Time** | | | **Academic Ranks** | | | |
|  | | |  | | | |
| **Training Courses** | | | | | | |
| **Date** | **Institution** | | **Course Type** | | **Name** | |
| **13/2/2014** | **Faculty of Education for Girls** | | **Workshop** | | **How to use Microsoft Access to make databases** | |
| **12 March,2005** | **Academic College, Ranchi University** | | **Academic Course compulsory for Lecturers** | | **Refresher Course in English Language and Literature** | |
| **4/7/1434 H** | **Faculty of Education for Girls, Zulfi** | | **Workshop** | | **E-Leaning Course** | |
| **1434 H** | **Faculty of Education for Girls, Zulfi** | | **Workshop** | | **How to Use Smart Boards** | |
| **1/6/1433 H** | **Faculty of Education for Girls, Zulfi** | | **Workshop** | | **Solar Energy** | |
| **Faculty Members Activities** | | | | | | |
| **Link** | | | **Activity** | | | |
|  | | | **Presented a research paper in a seminar from 20 to 22 July 2013.** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Information** | | | | |
| **Office Hours** | | | | |
| **10-12 am** | **Hour:** | **Sunday** | | **Day:** |
| **10-12 am** | **Hour:** | **Wednesday** | | **Day:** |
| **Academic Advisory** | | | | |
| **10-12 am** | **Hour:** | **Monday** | | **Day:** |
| **Contact Me** | | | | |
| **0562023895** | | | **Phone** | |
| **n.tarunnum@mu.edu.sa** | | | **E-mail:** | |
| <http://faculty.mu.edu.sa/ntarunnum> | | | **Faculty University Website:** | |
|  | | | **Other Website:** | |
|  | | | **Blogs** | |