

NIMRA KHALID

ADMINISTRATOR | ENGLISH LANGUAGE EXPERT | MENTOR

CONTACT

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PROFILE SUMMARY

Skilled in designing structured academic systems, mentoring teams, and promoting efficient and interactive learning environments. Experienced in coordinating international online programs in collaboration with China, strengthening cross-cultural communication and institutional partnerships. Recognized for strong communication, empathetic leadership, and a dedicated commitment to student and organizational success. Currently pursuing higher education to deepen expertise in educational research and sustainable development.

EDUCATION

2018 - 2021

AIR UNIVERSITY

- Mphil English Linguistics

2014 - 2018

UNIVERSITY OF SARGODHA

- BS English (Literature and Linguistics)

WORK EXPERIENCE

English Instructor

2024 - PRESENT

National University of Technology, Islamabad

- Conduct lectures on English language, communication, and academic writing.
- Design lessons and evaluate students' linguistic and analytical skills.
- Guide students in improving fluency, confidence, and presentation abilities.
- Collaborate with international partners, including institutions in China

Coordinator | Lecturer

2019- 2023

Riphah International College, Jahurabad

- Delivered lectures on English language and communication skills.
- Designed course plans and evaluated student performance.
- Managed academic and administrative operations efficiently.
- Supervised faculty coordination, student affairs, and event organization.

Mentor | Counselor | Advisor

2024 - 2025

The Citizen Foundation

- Guided students in academic, personal, and career development.
- Provided counseling to enhance confidence, discipline, and motivation.
- Advised on educational planning and emotional well-being.
- Conducted mentoring sessions and training workshops for student growth.

INTERNATIONAL CERTIFICATION

- Digital Competence for teaching English (British Council)
- Teaching English to refugees and displaced learners (British Council)
- English in Multilingual classroom (British Council)
- Digitalisation for Female TVET teachers in collaboration with GSMA UK
- Qualitative Research From University of California, Davis
- TESOL from World TESOL Academy

LANGUAGES

- English
- Urdu