

UMME AIMAN

POSTGRADUATE IN LITERATURE · LECTURER

6361492820 | aumme2820@gmail.com | Bengaluru, Karnataka, India

PROFESSIONAL SUMMARY

Postgraduate in Literature with 6 months of experience as an Lecturer, with strengths in teaching, lesson planning, academic coordination, student mentoring, assessment and communication. Experienced in Faculty Development Programmes, national conferences and coordination of an English FDP. A responsible, adaptable and student-focused professional committed to effective teaching and continuous academic improvement.

PROFESSIONAL EXPERIENCE

Lecturer | 6 months
B.E.T. Sadathunnisa Degree College

- Prepared lesson plans, assessments and study materials to support effective classroom learning.
- Evaluated student performance and provided academic guidance based on learning needs.
- Supported student mentoring and participated in departmental and institutional activities.
- Contributed to curriculum-related activities and continuous academic improvement.
- Participated in Faculty Development Programmes (FDPs) and national conferences for professional development.

English FDP Coordinator
B.E.T. Sadathunnisa Degree College

- Coordinated an English Faculty Development Programme and supported its academic and organisational activities.
- Collaborated with faculty and participants to facilitate smooth programme execution.

EDUCATION

Postgraduate in Literature	Al-Ameen Arts, Commerce and Science College
Bachelor's Degree	B.E.T. Sadathunnisa Degree College
PUC	B.E.T. Composite PU College
SSLC	B.E.T. Sufiya High School

CORE SKILLS

- Lesson Planning & Study Material Development
- Academic Guidance & Student Mentoring
- Teaching & Classroom Communication
- FDP & Academic Event Coordination
- MS Office – Word & PowerPoint
- Team Collaboration & Coordination
- Assessment & Student Performance Evaluation
- Curriculum Development & Academic Improvement
- English Language & Literature
- Public Speaking & Presentation
- Written & Verbal Communication
- Time Management & Organisation

STRENGTHS

- Adaptable and eager to learn • Goal-oriented and responsible • Confident and hardworking
- Strong interpersonal communication • Collaborative team player • Positive approach to challenges

LANGUAGES & INTERESTS

Languages: English • Hindi

Interests: Travelling • Reading • Listening to music

ACADEMIC & EXTRACURRICULAR ACTIVITIES

- Participated in debate competitions
- Participated in essay-writing activities
- Played throwball for the college team

ADDITIONAL DETAILS

Date of Birth: 14 March 2000 **Marital Status:** Married

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.