

Curriculum Vitae

Personal Information

Name: Sadaf Hayat

Father's Name: Nazar Hayat

CNIC: 38403-4679914-6

Date of Birth: 7th April 1990

Contact: 0328-7814118

Email: sadafhayyat09@gmail.com

Address: House# 9, Street 3, Manssorabad Phase 2, near Queen Chowk, near UBL Bank, Sargodha

Marital Status: Married

Religion: Islam

Country: Pakistan

Academic Qualification

BS (Hons.) English Literature & Linguistics — University of Sargodha (English)

F.A — BISE Sargodha (Humanities)

Matric (Science) — BISE Sargodha (Science)

Professional Experience

English Teacher — Various Educational Institutions (Duration: 10 Years)

Responsibilities & Achievements:

- Taught English Language and Literature to students of various grades.
- Developed lesson plans improving reading, writing, and speaking proficiency.
- Conducted creative writing, grammar, and spoken English sessions.
- Assisted in curriculum planning, exam preparation, and classroom management.
- Recognized for excellent communication skills and positive engagement.

Skills

- Excellent English speaking, writing, and comprehension
- Strong lesson planning and classroom management
- Student motivation and interactive teaching techniques

- Effective communication and presentation skills
- Dedicated, punctual, and goal-oriented
- Accurate and efficient typing work

Certifications & Trainings

- Professional teaching workshops attended
- Certificates of appreciation for outstanding performance

Languages

- English — Fluent
- Urdu — Native

Career Objective

A dedicated and experienced English teacher seeking to contribute her expertise in language teaching, communication, and typing work to a reputable institution or remote platform.

Cover Letter

Dear Hiring Manager,

I am writing to express my interest in an English teaching or remote educational position. With a BS (Hons.) in English Literature and Linguistics and over ten years of teaching experience, I have developed strong expertise in fostering language proficiency and communication skills.

I am proficient in accurate typing and online task handling. I consistently engage students through interactive lessons and motivational teaching methods. My goal is to create an encouraging learning environment that inspires curiosity and confidence.

I am confident that my qualifications and dedication make me a valuable asset. I would appreciate the opportunity to contribute my experience to your institution.

Sincerely,

Sadaf Hayat

House# 9, Street 3, Manssoraabad Phase 2, Near Queen Chowk, near UBL Bank, Sargodha

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