

## **Bukhtawar Rana**

DOB: 07-09-1990

738/1 MOQ Fort Colony Multan

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### **EDUCATION**

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#### **NATIONAL COLLEGE OF BUSINESS ADMINISTRATION AND ECONOMICS**

Master of Philosophy (MPHIL)

Major: English Literature **2018**

**BAHAUDDIN ZIKRIA UNIVERSITY, Multan, Pakistan** **2014**

Masters, Major: English Literature

- Areas: American and British literature, contemporary poetry, postmodern literature and basics of linguistics

**BAHAUDDIN ZIKRIA UNIVERSITY, Multan, Pakistan** **2012**

Bachelors, Major: English Literature, Psychology and Arabic

**BISE MULTAN** **2010**

FSC, Major: Physics, Biology, Chemistry

**CAMBRIDGE UNIVERSITY** **2008**

O'Levels, Major: Physics, Biology, Chemistry

### **PROFESSIONAL EXPERIENCE**

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**Govt. Post Graduate College for Women Khanewal**

*College Teaching Internee (CTI),*

**October 2014-May 2015**

Various tasks of guiding students and helping them in language proficiency:

- Teaching basic English
- Arranging speech and debate competitions

**Muhammad Nawaz Shareef University of Agriculture Multan**  
**2016 to Date**

*Deputy Director QEC and Assistant librarian*

*Worked as chief organizer in character building society*

*Research officer English and language lectureship*

- Arranged seminars and competitions under CBS
- Took active citizenship training of facilitators
- Play a key role in social and religious tolerance program
- Work for women harassment at workplaces

### **HONOURS AND REWARDS**

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**2006 The City School Khanewal:** Won first prize for best attendance

**2006-2008 School Head Girl, The City School Khanewal:** Responsible for organizing social and inter house competitions

**2011:** Took first position on district level CM Punjab Essay Writing Competition.

2012: Took first position on district and division level CM Punjab Essay Writing Competition.

### **MEMBERSHIPS AND CERTIFICATIONS**

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- **Time table committee MNSUAM** *Secretary*
- **Cooking and Language Coach Dept. of Continuing Education MNSUAM**
- **Active Citizenship Program British Council** *Facilitator*
- **Social and Religious Tolerance Program SAHE** *Lecturer*
- **Chief Organizer Character Building Society MNSUAM**
- **Literary Club MNUSAM** *Member*
- **Certified for Positive Thinking for Peak performance MNSUAM (30-1-2017)**
- **Certified for Participation in seminar on women empowerment (2-5-2016)**

### **TRAINING AND WORKSHOPS**

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- **Certificate course in teaching through English HEC (18-23 Feb 2019)**
- **Practical Pedagogy Strategies for Lecturers training workshop (27-28 March 2018)**
- **Two Day Dialogue On Promoting Social Harmony and Critical Consciousness (02-03 January 2019)**
- **Active Citizenship Training of Facilitators (30 May-3 June 2016)**
- **Peace Training Workshop (18-19 Feb 2020)**

### **SKILLS AND INTERESTS**

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Strong oral, written skills

Cooking, travelling

Keen book reading

Fluent in English and Urdu (reading, writing and speaking)