

DR. AMBREEN SAFDER KHARBE

Najran University, Saudi Arabia
+966552648816 • ambreenkharbe72@gmail.com

Personal Profile

A highly dedicated and motivated professional with a strong track record in teaching and motivating students to achieve their best. Passionate about providing top-quality education and thriving in a busy and diverse work environment. Skilled in leveraging technology to create engaging, student-centered learning experiences. Known for being flexible, adaptable, considerate, patient, and a good administrator.

Career Objective

I aspire to embark on a stimulating journey within academia, where I can wholeheartedly commit my wealth of knowledge and expertise to contribute meaningfully to the educational sector. I am passionate about further professional development and am dedicated to fulfilling my responsibilities with utmost sincerity and efficiency.

Experience

[Feb 2020.....] [Assistant Professor] [Najran University]

- Inculcating passion for English Literature, Language, and Creative Writing
- Conducted 1 Month Certificate Course in “Creative Writing”
- Organized workshops related to Language Skills and Literature
- Delivered lectures in seminars/webinars organized for college
- Member of Quality Unit, Academic Council, and Curriculum Design
- Applied innovative teaching methods to encourage learning objectives

[2009-2020] [HOD, Asst. Prof.] [G.M. Momin Women’s College]

- Head of the English Department, Editor of College Magazine, In-charge of MA English Literature
- Research Guide for MA Dissertations
- Convener and Member of various Administrative, Academic, and Extra-Curricular Committees
- Curriculum Design for BA and MA English Literature at University of Mumbai, MA Exam Chairperson for University of Mumbai
- Created material and exercises to illustrate applications of course content

[2003-2009] [Vice-Prin. HOD] [Samadiya College of Arts & Com]

- Administrator- Vice Principal, Head of the English Department
- Member of College Local Management Committee
- Organized curricular and extra-curricular activities
- Monitored student's progress and implemented intervention strategies to support students' success
- Monitored student's behavior and enforced discipline practice

[2003-2003] [Lecturer] [K.M.E.S Junior College]

- Used a variety of learning modalities and support material to facilitate the learning process
- Evaluated and revised the lesson plans to achieve student-centered learning

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[1991-1993] [Teaching Assistant] [Aqsa English Medium School]

- Supported classroom activities, tutoring, and reviewing work
- Partnered with the teacher to plan and implement lessons following the school's curriculum, goals, and objectives

Education

[2021] [D.Litt - English Literature] [California Public University,US]

[2008] [Ph.D – English Literature] [University of Mumbai]

[2003] [MA – English Literature] [University of Mumbai]

[2010] [MA – Applied Linguistics] [S.N.D. T University, Mumbai]

[2008] [MBA – HR & Marketing] [National Institute of Bussiness Management]

[1993] [BSc – Zoology] [University of Mumbai]

[2019] [TEFL] [Asian College of Teachers]

[2022] [Poetry Writing Diploma] [Centre of Excellence, UK]

[2022] [Freelance Writer Diploma] [Centre of Excellence, UK]

[2023] [Life Coaching & Coach the Coach] [Indian Leadership Academy]

[2023] [Master Diploma in NLP] [Knowledge Academy]

[2023] In Continuation.....

- i) PGDEi [Birmingham City University]
- ii) International Postgraduate Diploma in Educational Leadership, Management, and Administration
- iii) Professional Postgraduate Diploma in Train the Trainer

Skills and Achievements

Achievements:

- Recognized with the Best Lecturer Award by Samadiya College of Arts and Commerce
- Achieved a 100% pass rate for both BA and MA English Literature programs
- Delivered Guest Lectures at various prestigious institutions
- Successfully supervised an M.Phil. student from Madurai Kamaraj University
- Provided guidance and mentorship to twenty-two students for their MA Dissertations at G.M. Momin Women's College
- Served as Convener/Member of the Syllabus Committee for FYBA, TYBA, and MA programs at the University of Mumbai, which has 800 affiliated colleges
- Contributed as a Course Writer for English Literature at the Institute of Distance and Open Learning, University of Mumbai
- Worked as a Counselor for Post Graduate students in English Literature at Samadiya College (Maulana Azad Distance Education Centre) for 2 years
- Participated in interview panels as a Subject Expert in English Literature

Skills:

- Proficient in creating a dynamic, enthusiastic, and productive learning atmosphere.
- Effective communication skills with both students and colleagues.
- Strong planning and organizational abilities.
- Adaptable and flexible in individual and teamwork settings.
- Fluent in English, with intermediate proficiency in Hindi, Urdu, and Marathi languages.
- Accomplished in creative writing, including the composition of poems and novels.
- Training and mentoring
- Academic Administration

Publications

- 1 Reference Book – English Language and Literary Criticism
- 1 Anthology of Poetry – May I Speak?
- 50 Research Papers in National / International Journals
- 3 Chapters in Edited Books

Editorial Board

Member of the Editorial Board for 14 Academic Journals

References

Mahesh Deshmukh

Vice-Principal
Sonopant Dandekar College, Palghar
+91-9767276463
mahesh_m_deshmukh@yahoo.com

Dr. Santosh Rathod

Director
IDOL, University of Mumbai
+91-9969267645
santoshrathod14@gmail.com

Sadia Sultana

College of Languages and Translation
Najran University
Saudi Arabia
+966545200965
maha_malik98@yahoo.com