


# SHEBA SULTAN

## Contact

### Address:

455 Block B  
Canal View Housing Society  
Lahore  
Pakistan

### Phone:

 +92334-2226366

### Email:

shebasultan83@gmail.com

## Skills

- Administration
- Teaching
- Public Speaking
- Academic Research
- Critical + Creative Writing

## WORK EXPERIENCE:

---

### UNIVERSITY OF CENTRAL PUNJAB

(English Language Center)

**Visiting Faculty Member**

(October 2020 to the present)

### ZIAUDDIN SCHOOL AND COLLEGE

Ziauddin Education System

**Principal**

(15<sup>th</sup> July 2019 – 15<sup>th</sup> August 2020)

### INSTITUTE OF BUSINESS MANAGEMENT, KARACHI

(Communication and Languages Department)

**Lecturer/ Accreditation Coordinator**

(September 2017 to July 15)

### INSTITUTE OF BUSINESS ADMINISTRATION, KARACHI

(Social Sciences & Liberal Arts Department)

**Visiting Faculty**

(July 2016 – September 2017)

### THE PIMLEY SCHOOL

(Ermine Educational Management UK)

**Principal**

(July 2016 – August 2017)

### THE ACADEMY, DEFENCE VIEW BRANCH

(Licensed By The Iqra University, Karachi)

**Vice Principal**

(October 2015 – July 2016)

### NOTRE DAME INSTITUTE OF EDUCATION, KARACHI

**Visiting Faculty**

(June 2014 – July 2014)

### NOTRE DAME INSTITUTE OF EDUCATION, KARACHI

(Affiliated With The University Of Karachi & Licensed By Australian Catholic University)

**Lecturer**

(October 2008 – June 2014)

### ST. JOSEPH'S CONVENT SCHOOL, KARACHI

**Teacher**

1

(September 2005 – December 2006)

## PROJECTS

---

### **Ziauddin Education System**

**(July 2019 – Present)**

- Setting up of the school in a new campus with all academic and admin responsibilities

### **International Accreditation**

**(June 2018 – July 2019)**

- Coordination of the International Accreditation for CBM under supervision of the Dean CBM, now the Rector IOBM.

### **Mentor for Teaching Practicum**

**(October 2008 – October 2014)**

- Supervision of Lesson Planning in keeping with the NDIE standards and requirements
- Providing guidance, counselling and moral support to the trainees
- Observation of Trainees' teaching practice in schools on a random basis
- Provide constructive feedback on individual and group teaching practice
- Evaluation and reflection of own practice as a Mentor
- Examination of Trainees for Final Exams of Teaching Practicum

### **English Summer Session for NDIE CPD**

**(May 2013)**

- Planning, designing and executing of a three week session for intermediate level participants
- The course was attended by 30 participants including teachers from various schools in Karachi.  
The course focused on:
  - Speaking of English as a foreign language especially at the workplace
  - Development and training in public speaking skills
  - Training in collaborative and individual study and presentation skills

### **B. Ed English Resource Book**

**(February 2009)**

- Development of new language teaching/learning materials for trainees' language skills
- Developed and demonstrated example activities and lesson plans
- Compiled essential reading material

### **Ibtida Centre of Drug Rehabilitation (Pakistan)**

**(2000-2006)**

#### **Voluntary Work**

##### **General Volunteer**

- Translating official documents from Urdu to English
- Conducting administrative responsibilities
- Crating awareness about drug addiction, fund raising and account keeping

### **St. Thomas Theological College, Karachi**

**(2007-2008)**

#### **General Volunteer**

- Secretarial work including dealing with inquiries
- Assisting the librarian

## EDUCATION:

---

**Master of Science in Applied Linguistics** *CGPA: 3.6*

**2017-2019**

NED - UET, Karachi, Pakistan

**Thesis Title:** Foreign Language Learning Motivation; Teaching of Chinese Language in Pakistan

**Master of Arts** *CGPA: 3.2*

**Christian Studies**

**(2010-2012)**

Malaysian Theological Seminary (STM)

**Master of Arts in English Linguistics** *1<sup>st</sup> Division*

**(2006 – 2008)**

University of Karachi, Pakistan.

**Thesis Title:** The Teaching of Language Skills through Literature (Using Short Stories for enhancing Critical Reading and Thinking Skills)

**Bachelor of Education** *1<sup>st</sup> Division*

**(2004 – 2005)**

University of Karachi

**Bachelor of Arts**

*1<sup>st</sup> Division*

**(2001 – 2003)**

English, Political Science, Economics

University of Karachi

## CERTIFICATES

---

**St. Thomas' Theological College, Karachi**

**(June 2003)**

Certificate in Basic Christian Theology

**United College of the Ascension (UK)**

**(July 2004)**

Certificate in Further Mission Studies

**Australian Catholic University**

**(October 2006)**

International Graduate Certificate in Education

## LITERARY PUBLICATIONS

---

### Books

- **Daldal key paar (Urdu) (Short Stories published by Academy Bazyaft) 2017**
- **The Room in the Mausoleum**  
**February 2015: Academy Bazyaft, Karachi (ISBN- 969540102-3)**  
Compilation of short stories, based on observations of life and the injustices of society. The book was launched on 17<sup>th</sup> March, 2015 at the Arts Council of Pakistan, Karachi. It was presided over by Prof. Sehar Ansari and Ms. HasinaMoin was one of the speakers.

## ARTICLES PUBLISHED

---

**At the destination and looking back** (Article in anthology *Chaar Kahaaniyaan* by Hamra Kalique) 2015

**Pakistan: Women make their mark but still battle violence and oppression**

**December 2014**

USPG/Us Newsletter

<http://www.weareus.org.uk/news/pakistanwomen/>

**Women in Pakistan: battling the challenges of patriarchy**

**(February 2015)**

USPG/Us Transmission

It highlights the challenges faced by women in Pakistan and how they endeavour to battle patriarchy.

**This article acknowledges the efforts of Pakistani women**

Republished as "The Status of Women in Pakistan" by the Anglican News Service **July 2015**

<http://www.anglicannews.org/comment/2015/07/the-status-of-women-in-pakistan.aspx>

*Quotation featured in advertisement by Us/USPG*

**Going green through language**

**(March 2009)**

**SPELT Quarterly, Vol 24 No.1**

- Explains how ESL/EFL teachers can make learners endeavour towards environmental betterment This article shows how a text from National Geographic Magazine can be used to serve the dual purpose of English Language Teaching as well as making the learners aware of the need to 'go green'.

**Learning slowly but surely**

**(2009)**

In Remembering Empowering Teachers 100 stories from dedicated teachers and grateful students

**UNESCO Islamabad, Pakistan**

- Teachers are seen as the primary catalyst for delivering quality education. They comprise the largest workforce in Pakistan, estimated at 1.5 million. These are touching stories of committed teachers in Pakistan, who encourage students to learn and grow.

**Enhancing ESL teaching/learning with picture-based activities**

**(September 2009)**

**SPELT Quarterly Vol 24. No.3**

- This article demonstrates how pictures can enliven a classroom and be used for a number of language activities.

---

## WORKSHOPS & CONFERENCE PARTICIPATION

- Speaker by Invitation at the International Symposium on Theology and Culture on 11<sup>th</sup> December, 2020.
- Workshop conducted at Lahore Grammar School, Burewala Campus on Motivation for Online Teaching. On September 19<sup>th</sup>, 2020
- Speaker at Discussion Panel at SPELT 34<sup>th</sup> Conference on the topic: Teaching Tips. On 4<sup>th</sup> November, 2018.
- Workshop conducted at SPELT 34<sup>th</sup> Conference on the topic: Facebook in the Classroom! Using Social Media for Language Teaching & Learning. On 3<sup>rd</sup> November, 2018.
- Workshop conducted at SPELT :Teaching of Language Skills through Literature SPELT 2009

---

## INDUSTRY ENGAGEMENTS & INVITATIONS

- Guest Speaker on ARY Bakh Haber Sawera on 24<sup>th</sup> November, 2020, on Issues of Education during Lockdown 2.
- Guest Speaker on ARY Bakh Haber Sawera on 30<sup>th</sup> November, 2020, on the Rights of Teachers.
- Guest Speaker at AdvoKids Podcast, on 29<sup>th</sup> August, 2020 on First Aid For Teacher Burn Out.
- Guest Speaker at Defense Library, on 16<sup>th</sup> Nov 2019 Presenting Arundhati Roy, The Ministry of Utmost Happiness.
- Chief Guest, Literacy Day at L2L Academy, on 30<sup>th</sup> November 2019.
- Debate Judge, Annual Debate, at Camps College, on 20 November 2019.
- Chief Guest, Agahi 20, Art Council at Adler College, on 14<sup>th</sup> November 2019.
- Panel Speaker at Pakistan Library Club World Book Day Seminar at Goethe Institute, Karachi, on April 22<sup>nd</sup>, 2019.
- Guest Speaker at IQRA University Department of English, Karachi, on April 10<sup>th</sup>, 2019.
- Guest Speaker at Panel on the Launch of Book “Dilli Sei Defence” at PACC, on 20<sup>th</sup> November, 2018.
- Speaker at Panel on a Symposium on the Craft of Writing at Szabist University on 15<sup>th</sup> November, 2018.
- Hosting of Book Launch at Arts Council of Pakistan, Karachi, on 26<sup>th</sup> September, 2018.

- Speaker at Panel on Education in Pakistan; Current Scenario, at PACC, on 6th September, 2018.
- Chief Guest/Speaker on Jash-e-Azaadi & Mehfil at Central Brook’s Memorial Youth Fellowship, 13th August, 2018.
- Panel Speaker “Creating safe spaces for youth” for ADO Foundation on 13th August, 2018.
- Speaker at InspireHer Habib University : 8 August, 2018.
- Conference Volunteer at First International Conference for LIS Professionals, to promote Library and Book Culture in University of Karachi, Pakistan: 2-4th August, 2018.
- Organizer: Symposium on Reading at IoBM: April, 2018.
- Guest Speaker: Defence Library Club: April, 2018.
- Organized Speaker Session for Appreciation of Literature Course: April, 2018.
- Organizer: Book Launch of Daldal Key Paar at Arts Council: March, 2018.
- Participant: NEDUET Annual Dinner Presentations, January 2018
- Conference Participant: 8th Annual International Urdu Conference, Arts Council, December, 2017
- Author Session at World Book Week at City School PAF Chapter: November, 2017
- Co-Organizer: Talk World Motivational Speaking Session at IOBM: November, 2017
- Panel Speaker: Book Launch of Fiza Baloch’s Rah-e-Wasl at Arts Council, September 2017
- Panel Speaker: Book Launch of Sabuha Khan’s Books at Art Council, July 2017
- Guest Speaker: Defence Library Club to Present Review of Mohsin Hamid’s Exit West, July 2017
- Guest at Morning Show: Discussion on Writing, Education and Current Affairs at Awaaz TV, May 2017
- Course Facilitator: IBA Talent Hunt, June 2017
- Guest at Morning Show: Discussion on Culture and Art at Awaaz TV, December 2016
- Facilitator Creative Writing: IBA Talent Hunt, June 2016
- Guest at Morning Show: Discussion on Education at KTN
- Author Session at COMMECS College, PECHS: July 2015
- 2015 - Sessions at the National Book Foundation Festival, Islamabad
- 2008 - Workshops at the 24<sup>th</sup> International Conference of the SPELT
- June, 2006 - Track 2 of the Langham Partnership International, Preaching Seminar, Ayubia, Pakistan
- May 2002 - Called for Peace South Asian Youth Conference, Wattala, Sri Lanka

## REFERENCES

---

Will be readily provided.