



ZAIN MOHAMMAD SULAIMAN

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Profile Summary

A competent, organised and outgoing individual with a strong ethic and communication skills. Having expertise in university teaching in the field of Business Communication for more than two years, want professional transition having keen desire to learn new tasks and grow, looking to contribute to an international and local brand in the area of Human Resources.

Core Skills

Training and Development Coordination, Communication and Interpersonal Skills, Interviewing, Negotiation, Performance Assessment and Evaluation, Problem-solving, Review and Editing, Documentation, and Organizational Development and Culture Building

Professional Experience

Senior Lecturer of English Communication

Integral University, Lucknow, India, September 2022 – October 2024

Leadership Roles

- **Training and Development:** Communication Training on Pedagogy and Developing Modules by using modern technologies for enhancing effectiveness.
- **Brand Promotion:** Publicizing institute's admission season to encourage admission in different programs through in-person visits and digital platforms.
- **Admission Counseling:** Student-Parent counseling for U.G. and P.G. courses
- **Retention:** Encouraging and convincing students to pursue further courses within the same institution.
- **Examination Coordination:** Planning and scheduling examinations on time along with monitoring evaluation on time to avoid delay in academic calendar.
- **Assessment and Evaluation:** Students' assessment and evaluation and the prescribed distribution of marks based on theory, viva, assignments and quizzes on LMS platform.

- **Teacher-Parent Relationship:** Maintaining relationship between teachers and parents for the regular updates on students' progress.
- **Placement Coordination:** Coordinating with the administration in inviting the companies to recruit the students, maintain the records of students placed in different companies and their designations.
- **Grievance Handling:** Resolved the grievances of students and faculty members.
- **Event Coordinator:** Organized literary and cultural events for the students.
- **Portfolio Management:** Profiling students' academic, sports, literary and cultural activities.

Academic Roles

- Delivered language courses tailored to diverse student proficiency levels.
- Designed and implemented engaging lesson plans and activities.
- Supervised post-graduate dissertations in the area of English Language Teaching.
- Part of the departmental committee for academic planning and syllabus revision.

Academic Assistant

Indian Institute of Management Kashipur, India. October 2021 – March 2022

Worked on the research project sponsored by Shastri Indo-Canadian Institute, New Delhi conducted jointly by IIM Kashipur and Ryerson University, Canada; and project sponsored by Indian Council for Social Science Research (ICSSR), New Delhi.

Education

- **Doctor of Philosophy (PhD) in Applied Linguistics**
Aligarh Muslim University, India, 2021
- **Master's in Linguistics**
Aligarh Muslim University, India, 2014
- **Bachelor's Degree in Linguistics**
Aligarh Muslim University, India, 2012

Languages

- English (Proficient/Fluent)
- Hindi and Urdu (Native/Fluent)

Technology Skills

- Microsoft Office Suite, Canva, Google Workspace
- Learning Management Systems; SPSS

Personal Details

- Nationality: Indian
- Passport Number: Z6809431
- Visa Status: Visit (Valid Till 01 February 2025)
- Availability: Immediate Joining