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| **BADRUN NAHAR** |
| Associate Professor & Head of the Department of EnglishFeni Girls’ Cadet CollegeFeni, Bangladesh-3900Cell phone: +88 01713330460e-mail: nahar\_1304@yahoo.com |
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| **PROFESSIONAL PROFILE**  |
| Dedicated and accomplished educator with demonstrated ability to teach, motivate, and direct students while maintaining high interest and achievement. Enthusiastic communicator able to effectively interact with diverse populations of students at a variety of academic levels. Consistently maintain excellent relations with students, parents, faculty, and administrators. Self-motivated with strong planning, organizational and leadership skills. |
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| **CAREER SUMMARY** |
| September 20, 2011 – till today | Associate Professor & Head of the DepartmentDepartment of English , Feni Girls’ Cadet College |
| May 18, 2010 –September 19, 2011 | Assistant Professor & Head of the DepartmentDepartment of English , Pabna Cadet College |
| May 14, 2005 – May 17, 2010 | Lecturer in English , Mirzapur Cadet College |
| April 7, 1996 – May 13, 2005 | Lecturer in English , Mymensing Girls’ Cadet College |
| May 5, 1994 – April 6, 1996 | Lecturer in English, Faujdarhat Cadet College |
| January, 1992 – December, 1993 | Senior Teacher, St. Don Bosco School |
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| **PROFESSIONAL RESPONSIBILITY** |
| * Imparting teaching to Secondary and Higher Secondary level students
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| * Making arrangements for proper coordination among teachers of the Department
 |
| * Master Trainer & Coordinator, Cadet College Teachers’ Training Programme arranged by British Council, Bangladesh
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| * Organizingweekly Teachers’ In-House Training Programme
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| * Conducting Language classes in the Language Lab
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| * Training students for co-curricular activities
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| * Editing and publishing college magazine
 |
| * Monitoring and counseling students
 |
| * Coordinator for The Duke of Edinburgh’s Award Programme
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| **ADDITIONAL EXPERIENCE** |
| * Appointed by British Council as the Lead Editor of the Content Developer Team for an app by Grameen Phone.
* Organized successfully the first Foundation Training for newly recruited Lecturers of cadet colleges in 2018
* Conducted Induction Training for new teachers
* Material development for the National Curriculum & Text Book Board
 |
| * Has experience as House Master
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| * Has experience as Officer in Charge of Cadet Mess for two times
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| **EDUCATION AND QUALIFICATION**  |
| * Completed Masters degree in English Literature from University of Dhaka, Bangladesh in 1990
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| * Graduated with honors in English from University of Dhaka, Bangladesh in 1989
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| * Passed Higher Secondary School Certificate Examination(Science) from Central Women’s College, Dhaka in 1986
 |
| * Passed Secondary School Certificate Examination (Science) from Motijheel Govt. Girls’ High School, Dhaka in 1983
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| **PROFESSIONAL STRENGTHS**  |
| * Have over 23years experience in teaching at Secondary & Higher Secondary level
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| * Excellent communication and written skills
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| * Profound knowledge of the subject areas and ability to teach students by using various methods
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| * Analytical approach and ability to research as well as an ability to respect students
 |
| * Highly skilled in collecting the study material and using it in a proper way
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| * Strong commitment with the job
 |
| * Ability to handle the class and motivate students for better learning
 |
| * Possess knowledge about the internal administrative tasks that are performed within institutions
 |
| * Good interpersonal and organizational skills
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| * Ability to communicate with the students, staff, and parents
 |
| * Ability to motivate students and help them with by solving their problems
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| **FELLOWSHIP & GRANTS**  |
| * Visited USA as a guest scholar for a semester in an exchange program named “International Leaders in Education Program”, a program of the Bureau of Education and Cultural Affairs(ECA), US Department of State and implemented by IREX
 |
| * Small grant from ECA for establishing a resource center and conducting a workshop for teachers
 |
| * Received E-Scholarship on a course on ‘Critical Thinking’ arranged by University of Oregon under State Department, USA
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| **INTERNATIONAL PROGRAMMES& VISITS** |
| * Presented paper in 23rd NELTA International Conference arranged by Nepal English Language Teachers Association (NELTA)in 2018 held in Nepal and sponsored by Army Head Quarters, Bangladesh
* Presented paper in 3rd AINET International Conference arranged by All India Network of English Teachers(AINET) in 2016 held in Nagpur, India and sponsored by British Council, Bangladesh
* Participated and visited UK under Exchange Programme with Duke of York’s Royal Military School, Devon, UK in 2014
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| * Participated in Adventure Training in Okahampton Battle Camp, Dartmoor, UK under the same Exchange Programme
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| **PROFESSIONAL TRAINING**  |
| * Attended ‘Training for Trainers(ToT) organized by British Council, Bangladesh
* Attended CiSELT (Certificate in Secondary English Language Teaching) by British Council
 |
| * Attended Continuous Professional Development Training for Teachers
 |
| * Conducted a training course for the high school teachers on “Language Lab System”
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| * Attended a training course on Language Lab System conducted by Orient AV Company, Korea and Trade Venture International, Bangladesh.
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| * Attended Teachers’ Training Course conducted by The British Council, Chittagong.
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| * Attended Teachers’ Training course conducted by English Plus Academy, Bangladesh
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| **AWARDS**  |
| * Awarded as the Best Presenter in 3rd AINET International Conference in India for presenting paper in 2016
* Obtained 1st position in Potential House Masters’ Training 2015
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| * Awarded as the Best teacher in 2014
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| * Awarded as the Best teacher in 2010
 |
| * Obtained 1stposition in Continuous Professional Development Training 2010
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| **IT SKILLS**  |
| Word, Excel, PowerPoint, Internet literacy |
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| **NATIONAL COMMITTEE**  |
| * Translator of Text books(Biology & Chemistry) from Bangla to English
* Examiner of Higher Secondary School Certificate Examination for 20 years
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| * Moderator of question paper in Secondary and Higher Secondary School Certificate Exam
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| **EDITORIAL BOARD MEMBER and MANUSCRIPT REVIEWER** |
| * Worked as Editor of the College Magazine
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| * Worked as a member of the Editorial Board and as manuscript reviewer of school magazine for 19 years.
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| **WORKSHOPS**  |
| * Attended a Lecture-Workshop on “US Society and Culture” sponsored by the American Center, Dhaka and Bangladesh Association for American Studies, Dhaka, Bangladesh
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| * Attended workshop on ‘Critical Thinking’organized by American Centre, Bangladesh
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| **PERSONAL DETAILS** |
| Name:  | BadrunNahar |
| Husband’s Name:  | Gias Uddin Ahmed |
| Mother’s Name:  | Rizia Rahman |
| Date of Birth:  | June 9, 1967 |
| Present Address:  | Karnaphuli, Officers’ Quarter,Feni Girls’ Cadet College, Feni |
| Permanent Address:  | 82/3 D, Madartek, P.S-Sabujbagh, Dhaka-1214 |
| Marital Status:  | Married with one daughter |
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| **CULTURAL ACTIVITY**  |
| * Led the College Cultural Team many times in the Inter-Cadet College Cultural and Music Meet.
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| * Training students in co-curricular activities for 20 years.
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| * Performed duties as the Secretary of the Officers’ Club and Ladies’ Club.
 |
| * Arranged Programs for various cultural activities like Club Nights, New Year Celebration, farewells, picnics and so on.
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| **AFFILIATION**  |
| * Member, Bangladesh English language Teachers’ Association(BELTA)
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| **INTERESTS AND ACTIVITIES**  |
| Internet Browsing, Reading Books, Listening to Music, Cooking  |
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| **REFERENCES:** |
| Mr. Md. Lokman HakimActing PrincipalFeni Girls’ Cadet CollegeFeni | Mrs. Jahanara ChowdhuryFormer PrincipalFeni Girls’ Cadet CollegeFeni |

*Signed*

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BadrunNahar