

Nek Parveen

Address: 22 MG Para Angus, Hooghly,

West Bengal, Pin Code - 712221, India

Email: fk968174@gmail.com

Phone: 7439455013

---

Objective :

Dedicated and passionate educator with a Master's degree in Urdu from Aligarh Muslim University, currently serving as an Urdu teacher at Kabi Sukanta Mahavidyalaya, Hooghly. I am committed to contributing to academic excellence by managing departmental activities, organizing seminars, and promoting extracurricular engagement.

---

Educational Qualifications:

- Master of Arts (Urdu)

Aligarh Muslim University, Aligarh

- Higher Secondary (Schooling)

Howrah Haat High School, West Bengal

---

Professional Experience:

SACT Urdu Teacher

Kabi Sukanta Mahavidyalaya,

Bhadreshwar, Hooghly, West Bengal

Duration: 14/1/2019 – Present

- Manage all departmental activities and operations, ensuring the smooth conduct of academic and co-curricular initiatives.
- Organize seminars, academic programmes, and cultural events under the guidance of our respected Principal, Shri Md Shalauddin Khan.
- Lead and mentor students in academic pursuits and extracurricular engagement.

IGNOU Councillor, Urdu Department

Kabi Sukanta Mahavidyalaya, Hooghly, West Bengal

- Provide academic counselling and support to IGNOU students enrolled in the Urdu Department.
- Guide students in understanding course materials, preparing for exams, and enhancing their Urdu language proficiency.

---

Skills:

- Teaching and Curriculum Development: Expertise in Urdu literature and language teaching at undergraduate levels.
- Event Organization: Successfully managed seminars and cultural programmes, ensuring active student participation.
- Academic Counselling: Support students in academic growth through personalized counselling in the IGNOU Urdu program.
- Departmental Management: Handle administrative tasks, including scheduling and departmental coordination.

---

Languages :

- Urdu ,Bengali , English