

# Mah Sundus

Mathematics Lecturer

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## Profile Summary

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I am an accomplished educator with five years of experience in assessment design, academic leadership, and strategic planning. I adopt a principled, student-centered approach to teaching and learning, grounded in intellectual rigor, clarity, and compassion. My professional practice promotes meaningful engagement across diverse learner groups and contributes to structured, innovative academic environments through reflective teaching, curriculum alignment, and continuous professional development.

## Work Experience

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### NED UNIVERSITY

(Dec 2025 – present)

#### Mathematics Lecturer

- Deliver mathematics courses that emphasize conceptual understanding and logical reasoning.
- Develop lectures and assessments that are aligned with approved syllabi and designated learning outcomes.
- Monitor and support student progress through structured academic guidance.
- Uphold high professional standards in both instruction and evaluation.

### NED UNIVERSITY

(April 2025 – Nov 2025)

#### Visiting Lecturer

- Instructed core undergraduate mathematics courses, including Calculus, Ordinary Differential Equations, Fourier Series, and Linear Algebra, for students in Engineering, Science, and related programs.
- Designed and delivered well-structured lectures aligned with course objectives, integrating theoretical foundations with practical applications.
- Developed comprehensive teaching materials, assignments, quizzes, and final examinations in compliance with Outcome-Based Education (OBE) standards.
- Supported student learning through scheduled office hours, personalized mentoring, and academic advising sessions.

### AGILE KNOWLEDGE DESK

(April 2023 – present)

#### Online Mathematics and Physics Tutor

- Tailor instructional methods to students' learning styles, including visual, auditory, and kinesthetic approaches.
- Explains concepts using clear, concise language supported by relevant examples.
- Maintains student engagement by connecting mathematical and physical concepts to real-world applications.
- Allows sufficient time for students to develop an understanding of challenging topics through paced instruction.
- Guides students through step-by-step problem-solving techniques in mathematics and physics.
- Encourages critical thinking and independent problem-solving skills. Demonstrates familiarity with examination-style questions and effective strategies for approaching them.

**BAHRIA FOUNDATION COLLEGE**  
(January 2022 – January 2024)

**Mathematics Teacher for Advanced Courses**

- Instructed higher-level mathematics courses with a strong emphasis on strengthening foundational concepts and conceptual understanding.
- Designed, developed, and regularly updated teaching materials in alignment with the approved syllabus and curriculum objectives.
- Assessed student performance and provided detailed academic analysis to support instructional improvement and learner progress.
- Applied diverse and differentiated teaching methodologies to accommodate varied learning styles and academic needs.
- Strengthened problem-solving skills by emphasizing multiple solution strategies and the broader significance of mathematics beyond textbooks.
- Managed classroom activities effectively to maintain discipline and ensure a focused, productive learning environment.

## Education

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**NED UNIVERSITY KARACHI**  
MS (APPLIED MATHEMATICS) | CGPA 3.94

**Oct 2022 – Dec 2024**

**THE UNIVERSITY OF SINDH JAMSHORO**  
BS (MATHEMATICS AND COMPUTER SCIENCE) | CGPA 3.61  
(Ranked 3rd overall among female graduates and 1st among male graduates in the program)

**Jan 2018 – Dec 2021**

**IBN-E-RUSHD GOVT: (G) MIRPURKHAS**  
INTERMEDIATE | Grade A1

**Jan 2016 – Dec 2017**

**S.S.A.R High School MIRPURKHAS**  
SECONDARY | Grade A1

**Jan 2014 – Dec 2015**

## Subject Specialist

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- Graph Theory
- Operations Research
- Differential Equations
- Numerical Analysis
- Linear Algebra
- Fuzzy Logic
- Applied Statistics
- Advanced Discrete Mathematics
- Calculus and Analytical Geometry
- Linear Algebra and Fourier Series

# Skills

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## Teaching skills

- Collaborative Learning
- Dynamic Problem-Solving Strategies
- Clear Conceptual Explanation
- Active Learning Techniques
- Adaptive Teaching
- Regular Assessment and Feedback
- Simplified Problem-Solving Strategies

## Computer Skills

- Presentation and Lecture Delivery
- Online Communication and Collaboration
- Administrative and Management Skills
- Classroom Management Tools
- Word Processing and Documentation
- Interactive Teaching Tools

## Administrative and Management Skills

- Course and syllabus management
- Grade tracking and performance analysis
- Event coordination (seminars, conferences, workshops)

## Soft Skills

- Effective communication and public speaking
- Leadership and mentoring
- Time management and organization
- Problem-solving and critical thinking
- Adaptability to new teaching methods and tools

# Professional Duties

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- HOD (Head of Department)
- Examination in charge (Assistant)
- Timetable In charge (Assistant)
- The staff room in charge
- Discipline in charge
- Event in charge

# Online Webinars

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- Using Textbooks Effectively
- School Improvement Strategies
- Developing Fluency in English
- 21st Century Skills in Science
- Mastery and Self-efficacy in Mathematics
- Early Childhood Skill

# Workshops

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Oxford University (New Countdown)  
Bahria Education and Training System (Beats)

## Achievements

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- **Student Brand Ambassador of the National Financial Literacy Program of Youth (NFLPY, the project of the State Bank of Pakistan)**
- Enthusiastic Mathematics Teacher (**Bahria Foundation College**).
- Secured 3rd position among female graduates and 1st among male graduates in the BS Mathematics program.
- Scored 97 Marks in Mathematics during Intermediate studies, ranking among the top performers.
- Scored 91 Marks in Mathematics during Intermediate studies, ranking among the top performers.

## Virtual Internship

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Student Brand Ambassador of the National Financial Literacy Program of Youth (NFLPY, the project of the State Bank of Pakistan)

## Certifications

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- Oxford University Press
- Bahria Education and Training System (Beats)

## Reference

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Available upon Request

