

Sabera Suleman

Professional Summary:

- Diligent and compassionate educator/instructor with a Master's degree in Accounting and a Master's degree in Management Sciences.
- Have vast experience in teaching and tutoring Accounting and Finance courses in several reputable institutes.
- Well-versed with the subject knowledge including Accounting and Finance courses.
- Candidate for the Uniform CPA Exam.
- Resourceful instructor with proven expertise in improving and enhancing students' learning capability and performances.
- Have developed a reputation for acting as a facilitator for encouraging intellectual and social development in students.
- Have ability to uphold high standards of conduct, discipline, achievement, and punctuality amongst students.
- Have motivated students by providing feedback and guidance in order to assist them in strengthening their skill sets as well as knowledge base.
- Excellent time management skills for ensuring tasks are completed efficiently.
- Excellent communication, interpersonal, and written skills with sound computer knowledge.

Work History:

Adjunct Faculty, Department of Accounting, Finance, MIS 09/2023 - Current
Prairie View A&M University - Prairie View, Texas

- **Courses Taught:** ACCT 2301 - Principles of Financial Accounting (Face-To-Face).

Adjunct Faculty, Department of Accounting/General Business 01/2022 – Current
San Jacinto College – South, Texas

- **Courses Taught:** ACCT 2301 - Principles of Financial Accounting (Online).

Adjunct Faculty, Department of Accounting 08/2021 - Current
Lone Star College – North Harris, Texas

- **Courses Taught:**
 - ACCT 2301 - Principles of Financial Accounting (Face-To-Face and Online).
 - ACNT 1303 - Introduction to Accounting (Face-To-Face and Online).

Accounting Tutor (CRLA Level 3 Certified Tutor) 10/2019 – 08/2021
Lone Star College – North Harris, Texas

- Provided one-on-one and small group tutoring to students in the Learning Center and online.
- Taught and offered students a comprehensive understanding of the core concepts in Introduction to Accounting, Principles of Financial Accounting, and Principles of Managerial Accounting.
- Assisted students with preparation for the accounting assignments and exams.
- Helped students achieve their accounting education goals by discovering which area of accounting the student is struggling with and determining how to help them.
- Assisted students with focusing on and improving their academic achievement by meeting with them on a regular basis to clarify learning problems and work on study skills.

Substitute Teacher

Sabera Suleman

Katy Independent School District, Texas 10/2018 – 03/2020
Cypress-Fairbanks Independent School District, Texas 09/2018 – 09/2019

- Followed and taught lesson plans prepared and assigned by permanent teachers for students.
- Ensured effective classroom management by setting rules and limits.
- Motivated students to actively participate in the class.
- Provided individual instruction if needed.
- Applied effective and engaging teaching methods and strategies in the classroom for various skill levels.
- Identified and rectified behavioral issues by taking appropriate measures.

Adjunct Faculty, Department of Accounting and Finance 09/2015 - 05/2018
Institute of Business Management (IoBM), Karachi, Pakistan

- Instructed three courses per semester.
- **Courses Taught:** Introduction to Financial Accounting, Intermediate Financial Accounting, & Introduction to Business Finance.
- **Programs:** BBA-H, BS (honors) Accounting AND Finance, & BS (Honors) Economics and Finance.

Adjunct Faculty, Department of Accounting and Finance 02/2013 - 05/2015
Iqra University, Karachi, Pakistan

- Instructed three courses per semester.
- **Courses Taught:** Financial Accounting & Principles of Accounting.
- **Programs:** BBA-H & BS-CS.

Adjunct Faculty, Department of Accounting and Finance 09/2009 - 12/2009
PAF-KIET, Main Campus, Karachi, Pakistan

- **Course Taught:** Financial Management (2 sections).
- **Programs:** BBA-H & BS-CS.

Teacher 03/2009 - 07/2009
Beaconhouse School System, Karachi, Pakistan

- **Subject Taught:** English
- **Grades:** O-Level 9th and 10th

Internee 05/2005 - 07/2005
Bank Alfalah Limited, Gulshan-e-Iqbal Branch, Karachi, Pakistan

Education:

Candidate for the Uniform CPA Exam.

Master of Accountancy: 2022
University of Houston-Victoria, School of Business Administration, Texas, USA

- Cumulative GPA – 4.0

Sabera Suleman

Master of Science (M.S.): Management Sciences - 2008

Shaheed Zulfikar Ali Bhutto Institute of Science and Technology (SZABIST), Karachi, Pakistan

- **U.S. Equivalency** (*Degree evaluated by SPANTRAN*): Master's Degree in Management.

Bachelor of Business Administration (BBA) - 2006

Institute of Business Administration (IBA), Karachi, Pakistan

- **U.S. Equivalency** (*Degree evaluated by SPANTRAN*): Bachelor's Degree in Business Administration.

Certifications:

- **QuickBooks Online Certification, 2021**
NACPB (National Association of Certified Public Bookkeepers)
- **CRLA (College Reading & Learning Association) – International Tutor Training Program Certification, Level III, 2021**
Lone Star College – North Harris

Publications:

- Suleman, S., & Cheema, F. e A. (2008). Impact of Performance Appraisal on Employee Performance: A Critical Case Study of Sui Southern Gas Company Limited. *JISR Management and Social Sciences & Economics*, 6(2), 34–38. <https://doi.org/10.31384/jismsse/2008.06.2.7>
- Suleman, S., & Nazar, T. (2008). Consumer Behavior in Purchase of Mobile Phone in Urban City of Karachi. *JISR Management and Social Sciences & Economics*, 6(2), 19–23. <https://doi.org/10.31384/jismsse/2008.06.2.4>

Professional References:

1. Perry Sellers

Lead Faculty for Accounting

Lone Star College – North Harris, Texas

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2. Kiwana Francis

Chair, Business Department

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3. Julie Duncan

Professor of Accounting

Lone Star College – Online Campus

Former Lead Faculty for Accounting, Lone Star College – North Harris, Texas

281-618-7188

Julie.T.Duncan@lonestar.edu