



Muhammad Asif Sohail

Date of birth: 03/11/1981 | **Nationality:** Pakistani | **Sex:** Male | **Phone:**

(+92) 3465392983 (Mobile) | **Email:** masifsohail@gmail.com |

Address: Rawalpindi cantt pakistan, 46000, Rawalpindi, Pakistan (Home)

ABOUT MYSELF

I am an experienced educator specializing in commerce and economics with a strong passion for imparting knowledge and fostering academic excellence. Since 2009, I have also served as Deputy Controller of Examinations at Punjab Group of Colleges, where I efficiently manage examination processes, ensuring fairness and accuracy while upholding institutional standards. My dedication lies in creating a robust academic environment that encourages critical thinking and professional growth.

WORK EXPERIENCE

01/08/2009 – CURRENT Rawalpindi, Pakistan

LECTURER - COMMERCE AND ECONOMICS / DEPUTY CONTROLLER OF EXAMINATIONS PUNJAB GROUP OF COLLEGES

• Teaching and Academic Responsibilities:

- Teach core commerce and economics subjects to undergraduate students enrolled in the Associate Degree in Commerce (ADC) and Bachelor of Commerce (B.Com) programs, as well as high school students pursuing Intermediate of Commerce (I.Com).
- Develop and deliver subject outlines, lesson plans, and presentations tailored to the academic needs of students and fellow educators.
- Promote discipline and foster a positive learning environment within the college.
- Organize and supervise educational trips to enhance practical learning experiences.

• Examination Management:

- Oversee the end-to-end management of examinations for both undergraduate and high school levels, including scheduling, coordination, and execution.
- Prepare examination papers and ensure they meet academic standards and institutional guidelines.
- Develop and implement policies and plans for the smooth conduct of examinations across Punjab Group of Colleges.
- Maintain accurate records of examination processes, results, and related documentation to uphold transparency and integrity.

• Student Enrichment Activities:

- Organize and coordinate both study tours and recreational trips to enhance students' academic and personal development.
- Plan visits to relevant industries, institutions, and businesses to provide practical exposure aligned with commerce and economics curricula.
- Arrange recreational tours to foster teamwork, relaxation, and a well-rounded educational experience.

01/08/2006 – 30/06/2009 Rawalpindi, Pakistan

LECTURER - COMMERCE AND ECONOMICS JINNAH ISLAMIA COLLEGE OF COMMERCE

• Teaching and Academic Responsibilities:

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1. Human Resource Management:

- Maintain and update all HR records, including employee profiles, attendance, leave records, and performance evaluations.
- Ensure compliance with company policies and labor regulations.
- Facilitate smooth communication between management and employees, addressing queries and resolving issues.

2. Exhibitor Relations:

- Establish and maintain professional relationships with exhibitors and vendors.
- Coordinate with exhibitors to ensure timely delivery of services and seamless event execution.
- Act as a liaison to address concerns and provide necessary support to exhibitors.

3. Administrative Record Maintenance:

- Maintain comprehensive and accurate administrative records, including facility management, inventory, and office supplies.
- Ensure proper documentation of correspondence, contracts, and other critical organizational files.
- Monitor and streamline administrative processes to enhance efficiency and organization.

EDUCATION AND TRAINING

01/01/2007 – 14/01/2010 islamabad, Pakistan

MBA FINANCE Numl University islamabad

Website <https://www.numl.edu.pk/>

01/08/2004 – 14/04/2006 lahore , Pakistan

M.A ECONOMICS University of the punjab lahore

Website <pu.edu.pk>

LANGUAGE SKILLS

Mother tongue(s): URDU | PANJABI; PUNJABI

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office | Microsoft Word | Microsoft Excel