



MUHAMMAD UZAIR

PROFILE: Highly accomplished individual with a strong passion for learning and growth. A dedicated educator with proven expertise in chemistry and experience in teaching and inspiring students. Proficient in office operations with expertise in administrative tasks, demonstrating strong organizational and time management skills. Committed to staying informed about global current events and exploring international relations. Enthusiastic about fitness and leading a healthy lifestyle. A curious and driven individual with a blend of scientific knowledge, administrative expertise, and personal discipline.

EDUCATION

Bachelors of Science Education [HONS]

University of Punjab

2017 - 2022

I successfully completed this program with a specialization in advance chemistry, achieving a commendable CGPA of 3.27 out of 4.0, demonstrating a high-level proficiency in the subject.

FSC (pre-medical)

Punjab College of Science and Technology

2015 - 2017

Matric (science)

New Siddeeq Public School

2015 - 2017

WORK EXPERIENCE

Army Public School & College DCI

September, 2023 – Present

I am currently holding the position of Assistant to Section Head, performing various tasks including: dealing with FBISE matters, composing documents, managing office records and students' & teachers' data, and dealing with various administrative tasks.

The Educators

June, 2022 – August, 2023

I had the privilege of serving as a 'chemistry teacher cum assistant to section head' in this institution, where I passionately imparted my knowledge and expertise to foster a deep understanding of the concepts in my students and performed various administrative tasks.

SKILLS

Communication skills:

Fluent in spoken and written English and Urdu

Administrative skills:

Able to perform administrative tasks effectively

Relations Management Skills:

Proficient in dealing with parents, students, staff and other people and resolving their queries and requests.

Office software:

Proficient in working and composing documents, presentations and spreadsheets in MS Word, PowerPoint and Excel

Adaptability and flexibility:

Willing to learn new tasks, take on new responsibilities and adjust to the work environment

CONTACT

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HOBBIES

- Fitness enthusiast & trainer
- Learning about Islam
- Exploring global issues & affairs