

MUHAMMAD IHSAN

Mobile # +92-345-520 2384

E-mail: ihsanzheaven@gmail.com

C.N.I.C # 61101-9185920-3

Education

- **MS** (Management Sciences) From **Abasyn University, Islamabad Campus** (2019)
- **MBA** (Marketing) From **National University of Modern Languages, Islamabad** (2010).
- **B.Com (IT)** From **University of Punjab** (2007).
- **Intermediate** From Federal Board of Intermediate & Secondary Education (2005)
- **Matriculation** From Federal Board of Intermediate & Secondary Education (2002)

Additional Qualifications

- A **Diploma** in English Language from **National University of Modern Languages Islamabad** (January to June 2005)
- A **Certificate** in English Language from **National University of Modern Languages Islamabad** (August to December 2004)
- I joined an Outbound Training Program on *Leadership and Team Management* at Galiyat.
- Attended a one-day **Train the Trainers** seminar by Pearson Test of English, Pakistan.
- Attended a one-day training session on **BULATS** arranged by Grafton College, Islamabad.

Experience

- Currently working as **Additional Registrar in Northern University, Nowshera** since January, 2024.
- Appointed as **Deputy Director QEC** on 7th November, 2024.
- **More than 11 years of Administration & Teaching Experience** at Barani Institute of Information Technology Affiliated with PMAS Arid Agriculture University.
- Delivered my services as **Marketing Officer & Pearson Language Test** Trainer in

Oracle University (USA) Authorized Campus, Techno-Ed (Pvt) Ltd Rawalpindi (March 2011 to October 2012).

- Taught Pearson Test of English in Techno-Ed (Pvt) Ltd for **One and half year**.
- Internship in Askri Bank Limited (I.B.S.D) Head Office, Islamabad for **8 weeks**.
- Taught English and Economics in The Institute of Mathematical Education, Rawalpindi for the period of **03 years**.

Professional Achievements

- Attended a Training session on Pakistan Citizen Portal arranged by PMDU and HEC
- Attended an orientation session by HEC on UGEP.
- Achieved **Best Teacher Award** at Barani Institute of Information Technology after teachers' evaluation in 2014.
- **Part of many Organizational functions such as:**
 - a) Marketing Team Member
 - b) Committee member for students' final project writeup.
 - c) Part of Admission Team. Students' counseling, Admission Information and Admission Processing.
 - d) Worked as HR Manager and assist Organization in Recruitment Process,
 - e) Remained Member of Cafeteria regularity committee.
- Always participate in co-curricular activities. I have organized many events in BIIT i.e. Mushaira, Mehfil e Meelad, speech & Debate Contests etc.
- Arranged recreational Trips for students to different Areas.
- Launched a New Product, Pearson Test of English (**PTE**) in Techno-Ed (Pvt) Ltd.
- Brought Business from different companies i.e. Telenor Pakistan, Pakistan Ordinance Factory, Pakistani Army etc.
- Became a Test Administrator of online international test center **PEARSON VUE (USA)**.
- Won a PTE Test builder book from Pearsonpte Teachers forum, UK.

Major Courses Taught

- Introduction to Management
- Introduction to Marketing
- Introduction to Organizational Behavior
- Introduction to Human Resource Management

- Professional Ethics

Computer Skills

- Proficient in Microsoft Office (**MS Word, MS PowerPoint, MS Excel**)
- Google Drive

Areas of Strength

- Strong Communication Skills
- Good at Debates
- Good at public dealing
- Hardworking
- Ability to work on real life projects under pressure.
- Ability to handle multiple tasks.
- Self-starter who can work independently and handle multiple priorities and Deadlines.
- Quick learner who can rapidly master all aspects of job with limited training.

Developed Projects

- Participated in a speech contest of *NUML* and secured *Third Position*.
- Completed a research project on *Impact of Motivation on Job Satisfaction*
- Lead my group a one-week project on “Entrepreneurship.”
- Arranged a Seminar on *Role of Advertisement on Media* as the group leader in National University of Modern Languages. Chief guest was Mr. Wajid Ghulam Rasool (DAWN)
- Arranged another Seminar on *Branding and Brand Management* as the group leader in National University of Modern Languages. Chief guest was Mr. Ghulam Rassul Kureishi (MIDAS)

References

- References can be provided when required.