

MUHAMMAD NOUMAN SHUAEB



Results-Driven Professional with Proven Record of Success

PERSONAL DETAILS

Muhammad Nouman Shuaeb
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Date of birth: January 22, 1996
Place of birth: Nowshera
Gender: Male
Nationality: Pakistani
Civil status: Unmarried

PROFILE

Accomplished Executive Admin Manager with extensive experience in streamlining operations and enhancing the educational environment within a school setting. My proactive approach in managing administrative tasks and leading cross-functional teams has resulted in successful project completions and the maintenance of high institutional standards. I am passionate about fostering an environment that promotes student and staff engagement while aligning resources efficiently to support educational initiatives.

EDUCATION

MASTER OF SCIENCE (MS) | HORTICULTURAL SCIENCE

Jan 2018 – Jan 2020

Agriculture University of Peshawar (AUP), Peshwar

Completed my MS program in 2020 and have gained valuable experience in horticultural science discipline while learning research techniques.

- Participated in extensive fieldwork, gaining hands-on experience in the cultivation of various horticultural crops and the practical application of theoretical concepts.
- Engaged in research projects that involved experimental design and data analysis, fostering critical thinking and problem-solving skills within the horticultural context.
- Analyzed the economic aspects of horticultural production, focusing on cost-benefit analysis and market trends to make informed decisions in the industry.
- Developed proficiency in using statistical software for data analysis, enhancing research findings related to plant performance and horticultural practices.
- Investigated sustainable horticultural practices, emphasizing the importance of biodiversity and ecological balance in crop production.
- Conducted independent research on horticultural practices, exploring innovative methods for improving crop yield and quality in various environmental conditions.

BACHELOR OF SCIENCE | AGRICULTURE

Feb 2013 – Apr 2016

Agriculture University of Peshawar (Sub-campus AMK), Mardan

I completed my BS program in 2016 and learnt theory, concept, history, importance, branches and allied sciences in agriculture.

- Studied advanced topics in plant biology and agronomy, focusing on the physiological processes and growth patterns of major agricultural crops.

- Learned best practices in soil management and fertility, emphasizing the relationship between soil health and agricultural productivity.
- Gained insights into pest management strategies and integrated pest management (IPM) practices to minimize agricultural losses.
- Explored the principles of agricultural economics and marketing, providing a foundation for making data-driven decisions in the agricultural sector.
- Participated in group projects that enhanced teamwork and leadership skills, crucial for managing teams in an executive role.
- Developed an understanding of agricultural policy and its impact on farming practices, enabling effective communication with stakeholders in the agriculture industry.
- Explored the history and significance of agriculture as a vital sector in the economy, encompassing its evolution over time and its influence on societal development.
- Participated in field research that enabled the practical application of agricultural concepts, allowing for firsthand experience in crop management and the implementation of innovative agricultural techniques.
- Examined the role of technology in modern agriculture, including advancements in farming equipment, biotechnology, and sustainable practices aimed at increasing efficiency and productivity.
- Engaged in hands-on practical sessions that illustrated the application of theoretical concepts in real-world agricultural settings, enhancing problem-solving and analytical skills.
- Gained foundational knowledge of agricultural sciences including critical concepts related to crop rotation, soil conservation, and effective resource management for sustainable agricultural practices.
- Conducted research on innovative agricultural practices and technologies to improve crop yield and sustainability, emphasizing the importance of adaptation to changing environmental conditions.
- Developed skills in assessing environmental impacts on agricultural practices, enabling the implementation of strategies that promote environmental sustainability and resilience in farming systems.

FSC–PRE MEDICAL

Mar 2011 – Sep 2012

Nisar Shaheed Intermediate College Risalpur,, Nowshera

Studied the Higher Secondary School Education

- Acquired a foundational understanding of biological sciences, including cellular biology, genetics, and human anatomy, essential for any medical-related field.
- Developed analytical skills through laboratory work, enhancing abilities in conducting experiments and interpreting scientific data crucial for research roles.
- Learned the principles of chemistry and its applications in health sciences, providing critical insights into pharmacology and biochemical interactions in the body.
- Explored the relationships between nutrition, health, and disease, emphasizing the importance of dietary choices in promoting overall health and wellness.

EMPLOYMENT

EXECUTIVE ADMIN MANAGER

Sep 2020 – Nov 2024

Roots School DHA-I Flagship Campus, Islamabad

Roots School System is a model private sector educational institution styled on the modern educational system of international standards, specially designed to meet the requirement of the student's learning challenges. It has innovated modern education standards, with universally acclaimed academic excellence and all-round development of students.

Academic experience of registering the students for Cambridge exams. Have experience during COVID sessions in registering, withdrawal cases, deferral cases, Access arrangement cases and Special Consideration cases.

Maintaining close and friendly relationship with the student body and making them comply with the Discipline Policy of the school in an amicable manner.

Maintaining close and good liaison with the parents, faculty and students in order to run the Campus with

harmony.

Proactively managing daily routine tasks of Campus

Acting as Campus Manager / Head of all Administrative departments

Responsible for Campus maintenance from building renovations to repairing, paints furniture, hardware, sanitary etc..

Supervising Ministerial Staff

Responsible for maintaining School discipline and SOPs to follow-ups

Responsible for budget handling and managing petty cash

Responsible and handling logistics and transportations

Responsible for project and event management

Managing and facilitating all events, training programs & workshops, festivals, daily calendar activities in campus

Actively handling admin record and reporting to CEO

Ensuring the school complies with relevant laws and regulations

Develop and run educational programs

Meeting the deadlines is an essential part of my job

Counsel Students when needed

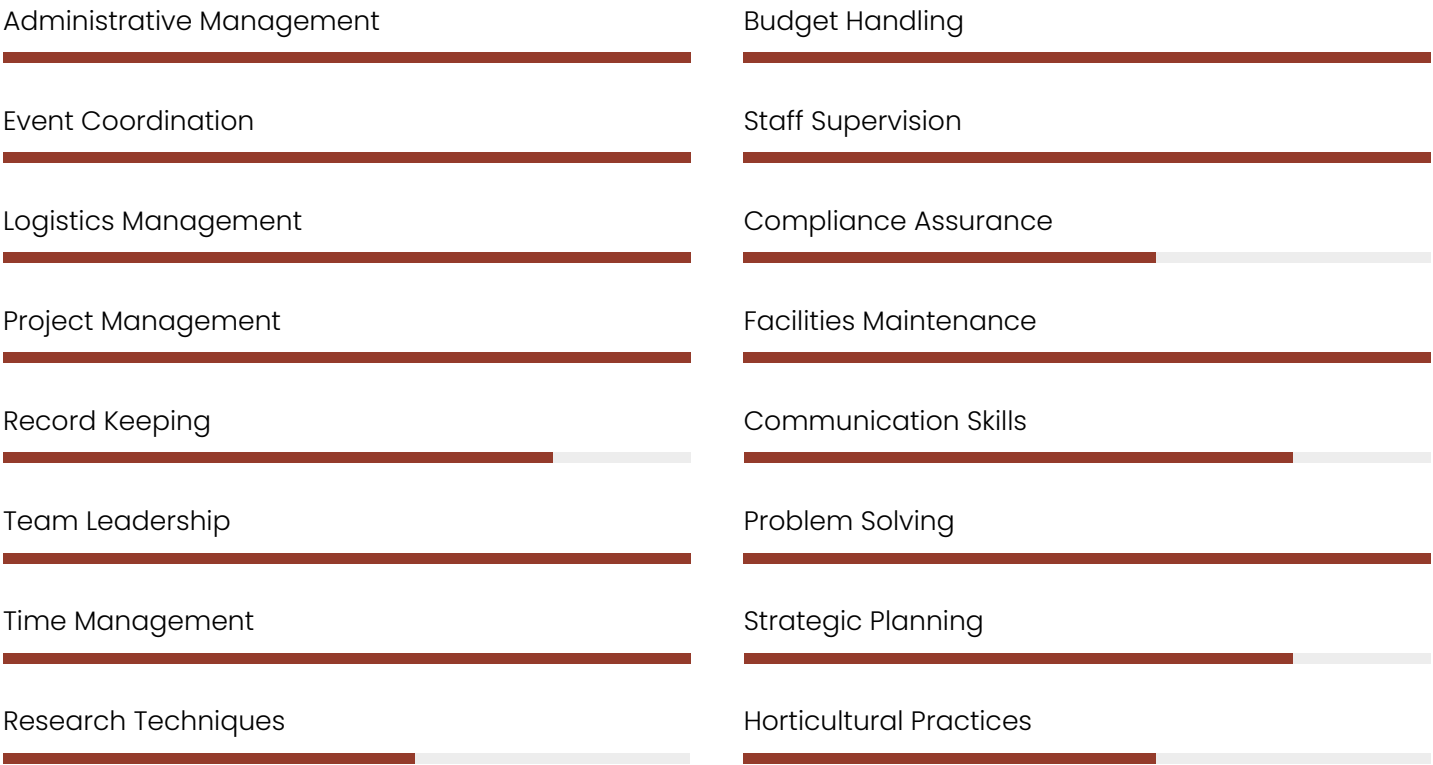
Resolve conflicts and other issues

Communicate with parents, regulatory bodies, and the public

Assisting in the creation of the school curriculum

Deal and cater all the external affairs' i.e. society security, water supply, security supply at events outside campuses etc..

SKILLS



LANGUAGES



HOBBIES

- Gardening
- Hiking
- Fitness
- Board games
- Home improvement projects
- Traveling
- Volunteering
- Photography
- Playing badminton

INTERNSHIPS

Internee

May 2016 – Nov 2016

Agriculture Research Institute Tarnab Farm, Peshawar

Research performed in ARI Tarnab Peshawar which was based in a Project "Plantation of Five Million Olive Saplings in KPK and Maintenance of Model Farm, Sangbhatti, ARI Tarnab". To check standard "Effect of Indole Butyric Acid (IBA) On Induction of Different Olive Cutting Varieties". In this research ratio of utilized concentration was 3000 ppm IBA Solution and then treat olive varieties with that.

Besides these also learnt enough experience on various aspect of Olive Research.

Olive Propagation.

Olive Orchard Management.

Air layering in Olive.

Floriculture.

Land Scaping.

Job Description

Site Supervision of Horticulture Department Works.

Site Supervision of Horticulture Maintenance Works.

Plant Collection and Distribution.

Seasonal and Perennial Flower Cultivation.

Plants Disease Control and Prevention.

Manpower Management.

Nursery Raising

COURSES

MS Office Suit

AutoCad