



MUHAMMAD SHAHZAD ALAM

Senior Exam Officer

Summary

To pursue a career in a reputable organization, offering a professional environment and opportunity for career development where I can use my knowledge and skill, contributing towards the corporate objective of the organization.

Contact



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Samar Zar Town,
Raja Ali Akbar Street,
Adyala Road, Rawalpindi.

Personal Info:

- **Date of Birth:** 12 Nov,1994
- **Marital Status:** Single
- **CNIC No:** 42501-1738417-7
- **Hobbies:**
 - Book Reading
 - Web Browsing
- **Facebook:**
 - Shehzadalam20@yahoo.com
- **Twitter:**
 - @MShahzadAlam8

Work Experience

SARHAD UNIVERSITY OF SCIENCE & INFORMATION TECHNOLOGY-ISLAMABAD (06th MAY-2025 –to Till Continue)

As an Sr. Exam Officer.

Responsibilities

- Ensure smooth and efficient conduction of examinations.
- Prepare and issue date sheets, admit cards, and duty rosters.
- Maintain accurate and organized examination records.
- Issue unofficial transcripts to students.
- Facilitate clearance processes for students and faculty members related to examinations.
- Perform degree mapping activities.
- Coordinate with the main campus (Peshawar) for processing official transcripts and degree cases.

IQRA UNIVERSITY ISLAMABAD (26th DEC 2022 –to 10 MAY-2025)

As an Exam Officer.

Responsibilities

- Ensure smooth and efficient conduction of examinations.
- Prepare and issue date sheets, admit cards, and duty rosters.
- Maintain accurate and organized examination records.
- Issue unofficial transcripts to students.
- Facilitate clearance processes for students and faculty members related to examinations.
- Perform degree mapping activities.
- Coordinate with the main campus (Karachi) for processing official transcripts and degree cases.

PAKISTAN ARMY (KARACHI) (18th Oct 2020 to 31st Oct 2022)

As an I.T Assistant

- To do & maintain CCTV Camera Monitoring To Check & Maintain Computer Security
- To Enroll new employees
- To maintain Daily Attendance Report To do Security Inspections

THE HORIZON SCHOOL (KARACHI)
(1st AUG 2016 to 15th Oct 2022)

As a computer operator

- Paper Composing work,
- Composing schedule & Syllabus, As a Coordinator
- To arrange demo classes for new hiring Help out in Syllabus making
- To check teachers' performance
- To take class instead of absence Teacher To maintain discipline

a Teacher

- To teach Biology & Urdu in Secondary classes

NATIONAL PUBLIC SCHOOL (KARACHI)
(1st MAR 2013 to 31st JUL 2016)

As a Teacher

- (Subject Specialist in Science & Urdu) & also Computer operator

CONCEPTUAL LEARNING ACADEMY (KARACHI)
(1st AUG 2019 to 15th Oct 2020)

- Self-Employed
- As an Administrator
- As a Urdu & Science Teacher.

(1st AUG 2017 to 31st JULY 2019)

THE INNOVATORS ACADEMY (KARACHI)

- Self-Employed
- As an Administrator
- As a Urdu & Science Teacher.

(1st JAN 2016 to 31st MAY 2017)

ALAM JEE COACHING CENTER (KARACHI)

- Self-Employed
- As an Administrator
- As a Urdu & Science Teacher.

ACADEMIC BACKGROUND

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|---|------------------------|
| ♦ B.ED. (SCIENCE)
Federal Urdu University Karachi | (2016)
1st Division |
| ♦ B.A. (ISL.STUDIES, I.R, POL. SCIENCE)
Federal Urdu University Karachi | (2015)
1st Division |
| ♦ INTERMEDIATE. (SCIENCE)
HSC Karachi Board | (2013)
2nd Division |
| ♦ MATRIC (SCIENCE)
SSC Karachi Board | (2011)
1st Division |

CERTIFICATES/WORKSHOPS/COURSES

- ♦ **MS WINDOWS, MS OFFICE, INTERNET**
- ♦ **HARDWARE & INSTALLATION**
(Iqra Computer Training Trust)
- ♦ **HARDWARE INSTALLATION**
(Zee Tech Institute of Computer)
- ♦ **MARSHALL CAVENDISH EDUCATION (LEARN TO MC MATHS & MC SCIENCE)**
Paramount Books Pvt Limited.
- ♦ **PROFESSIONAL EXCELLENT IN TEACHING**
GABBA Educational Books.