

Hamza Zulfiqar (0310-5379987)

PERSONAL INFORMATION

Father Name: : Zulfiqar Hussain Bhatti
Religion : Islam
CNIC : 37405-2136492-3
DOB : 06-08-1995
Email : mirhamza007@gmail.com
Province : Punjab
Nationality : Pakistani



WORK HISTORY

March, 2022- **Administration/ Exam In Charge**

Till Now **GLOBAL COLLEGE SYSTEM, Harley Street, Rawalpindi Cantt**

2019-21 **ADMIN / Computer Operator**

IQRA INTERNATIONAL EDUCATION SYSTEM, Tulsa road Lalazar Rawalpindi Cantt

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Collected and arranged financial information and entered details into Software financial management system.

2018 - **Science Subject Teacher**

2021 **IQRA INTERNATIONAL EDUCATION SYSTEM, Tulsa road Lalazar Rawalpindi Cantt**

- Assessed submitted class assignments, determined grades and reviewed work with struggling students to boost success chance.
- Assessed student comprehension through regular quizzes, tests and assignments.
- Developed and distributed study guides to reinforce lecture details and help students with test preparation.
- Worked with administrator on behavioural issues to support needs of all students.
- Modified general education curriculum for special needs students using various instructional techniques & technologies.

2015- **Math's Teacher**

2018- **DIMENSIONS ACADENY & SCHOOL SYSTEM, Tulsa road Lalazar Rawalpindi Cantt**

- Created and managed IEP's to define student learning objectives and educational strategies, in addition to applying instructional knowledge and methods to support goals.
- Redirected students using Positive Behaviour Support (PBS).
- Coordinated special education students and teacher assistant schedules with master schedule.
- Delivered effective and differentiated classroom instruction to diverse range of developmentally challenged students.

EDUCATION

Master in Public Administration

Virtual University of Pakistan, Rwp Campus

Master in Islamic Study

AIOU Islamabad

BA (Mass Communication)

AIOU Islamabad

ICS

FBISE Islamabad

MATRIC

FBISE Islamabad

COMPUTER SKILLS

- Command on MS Office, Special in MS Excel, MS Word,
- Develop different application on MS Excel,
- Knowledge about hardware and software

SAFETY SKILLS

Three Days Safety training from Rescue 1122

SHORT COURSES

- Computer Basic Course
- Short Hand Course
- First Aid Course

SKILLS

Coaching & Mentoring	●●●●○
Business Development	●●●●●
Employment Scheduling	●●●●●
Human Resource Management	●●●●○
Relationship Development	●●●●○
Documentation	●●●●○
MS Office	●●●●●
Recordkeeping	●●●●●

LANGUAGE

- English
- Urdu
- Punjabi