

Curriculum Vitae

ADNAN

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PROFESSIONAL SUMMARY

A

competent Mathematics graduate with a strong academic foundation in analytical and quantitative problem-solving. Extensive knowledge of mathematical theories, statistical methods, and logical reasoning with the ability to apply them to real-world challenges. Possessing excellent research, analytical, and critical-thinking skills, along with the capability to contribute effectively to academic, technical, and professional environments.

QUALIFICATION

Degree / Certificate	Year	Board/ University
BS Mathematics	2025	University of the Punjab Lahore
FSC (pre-engineering)	2020	FBISE Islamabad
Matric	2018	FBISE Islamabad

EXPERIENCE

Administration & Documentation (Feb-25 – Continue)

Internship | F. G Sir Syed College The Mall Road Rwp

JOB DESCRIPTION:

- Assisted in managing student admission files and academic records.
- Maintained and updated student attendance registers and enrollment data.
- Prepared and organized official letters, notices, and documentation for departmental use.
- Helped faculty and administration in maintaining exam-related documents and result sheets.

Private Tutor (Mathematics & Science) (2 Years)

JOB DESCRIPTION:

- Taught Mathematics and Science subjects to high school students.

- Developed lesson plans and managed student performance records.

INTERPERSONAL SKILLS

- Good Communication – Written and Oral Skills.
- Excellent Conceptual and analytical Skills.
- Self-motivated, responsible, creative, flexible.
- Able to work independently and as a team member.
- Problem-solving abilities.

LANGUAGES

- English
- Urdu

REFERENCE

Will be furnished on demand