

AGHA UMER FAROOQ

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PROFESSIONAL SUMMARY

Academic and administrative professional with experience teaching English literature at the higher-secondary level and managing residential student affairs, admissions, and institutional operations at a cadet college. Background also includes program coordination and stakeholder management in a non-profit library network. Currently pursuing an MPhil in English Literature. Skilled in academic instruction, documentation, event logistics, and cross-functional coordination, with working proficiency in English, Urdu, Arabic, and Sindhi.

CORE COMPETENCIES

- Academic Instruction & English Language Teaching
- Student Affairs & Residential Administration
- Program Planning, Coordination & Execution
- Event Management & Logistics
- Faculty, Parent & Stakeholder Liaison
- Admissions & Student Selection Processes
- Institutional Documentation & Reporting
- Official Correspondence & Report Writing
- Record Management & Data Handling
- Google Workspace (Forms, Sheets, Drive)
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Multilingual: English, Urdu, Arabic, Sindhi

PROFESSIONAL EXPERIENCE

English Lecturer & Deputy House Master (Administrative Position) Sep 2024 – Present

Cadet College Karampur — Government of Sindh, administered in collaboration with 16th Division Pano Aqil, Pakistan Army

- Deliver English language and literature instruction at the higher-secondary level, including academic planning and departmental documentation.
- Manage administrative, operational, and disciplinary functions of a residential house of approximately 80 cadets.
- Coordinate daily schedules, student affairs, and institutional operations across academic and residential functions.
- Maintain academic and residential records, performance evaluations, and compliance documentation.
- Liaise with faculty, college administration, parents, and external stakeholders on academic and welfare matters.
- Support institutional events, student activities, and administrative reporting.
- Participated in student admissions, interviews, evaluation, and selection processes, assessing candidates on communication, discipline, and institutional suitability.

Program & Administrative Coordinator

Feb 2023 – Jul 2024

Indus Cottage Libraries Network (ICLN)

- Coordinated student development programs, workshops, literary events, and community engagement activities.
- Managed speaker coordination, scheduling, participant communication, and end-to-end event logistics.

- Facilitated engagement with faculty, writers, guest speakers, and external stakeholders.
- Designed and administered Google Forms for participant registration and feedback collection.
- Maintained structured program datasets and reporting systems using Google Sheets.
- Managed digital documentation and records through Google Drive; prepared program reports for institutional review.

LEADERSHIP & EVENTS

President, Literary Society

National University of Modern Languages (NUML), Islamabad

- Planned and executed student engagement, academic, and literary programs.
- Coordinated guest speakers, faculty, and student participation across events.
- Managed event logistics, scheduling, and on-ground execution.

Additional Institutional Roles

- Focal Person – All Pakistan 6th Declamation Contest, Cadet College Sanghar
- Officer In-Charge – Table Tennis Sports Competitions
- Event Coordination & Guest Management for institutional programs
- Managed attendance records, event documentation, and reporting tasks

EDUCATION

MPhil English Literature (In Progress)

2025 – Present

Alhamd Islamic University, Islamabad Campus

BS Languages & Translation Studies

2020 – 2024

National University of Modern Languages (NUML), Islamabad — CGPA: 3.82 / 4.00

CERTIFICATIONS

- English Certification – National University of Modern Languages (NUML), Islamabad, 2020

LANGUAGES

English | Urdu | Arabic | Sindhi