
CURRICULUM VITAE

USMAN KHALID

LECTURER AND DATA ANALYST

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Housing Society, Phase 2, Street 5.

SUMMARY

Dedicated administrator with over 05 years professional experience working in private sector institute. Diplomatic, personable, and adept at managing sensitive situations. Highly organized, self-motivated, and proficient with computers. Dynamic lecturer with eight years of successful teaching experience in the field of management sciences and business administration. Known for interesting lectures with helpful supporting materials and detail-oriented classroom management. Dedicated to individual student success and comprehensive understanding.

SKILLS & ABILITIES

- Group and individual instruction
- Lesson Planning
- Classroom Management
- Presentations
- Curriculum development
- Academic research
- Data Analysis skills using python and Power BI

PROFESSIONAL EXPERIENCE

❖ CAPITAL UNIVERSITY OF SCIENCE AND TECHNOLOGY (CUST)

VISITING LECTURER

FEB 2022 TO TILL

- Teaching Mathematics at undergraduate level
- Teaching Statistics and Probability at undergraduate level
- Teaching Personal Grooming

❖ ALLAMA IQBAL OPEN UNIVERSITY

RESOURCE PERSON

FEB 2022 TO TILL

- Teaching Applied Mathematics, Management Theory and Practice in online workshops of AIOU at undergraduate level

❖ INSTITUTE OF COMPUTER AND MANAGEMENT SCIENCES (ICMS)

LECTURER

2018 TO 2022

- Teaching Business Mathematics and Statistics to M. Com and MBA level students.
- Teaching Marketing Management to M. Com and MBA level students.
- Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations, including visual, aural, and social learning strategies.

❖ CENTER OF PROFESSIONAL EXCELLENCE, RAWALPINDI

LECTURER

2019 TO 2023

- Teaching Quantitative Methods (AFC-03) to CA students.
- Evaluated and revised lesson plans and course content to achieve student-centered learning.

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❖ **HEAVEN BIRDS SECONDARY SCHOOL
(108518) AFFILIATED WITH BISE,
RAWALPINDI**

**ADMINISTRATOR AND ACCOUNTS
OFFICER**

2009 TO 2018

- Entered and maintained employee and students records in school database.
- Confirmed accurate completion of forms and reports for admission, transfer or discharge of each class participant.
- Oversaw successful planning and execution of staff meetings, parties and events.
- Reduced recordkeeping errors by precisely handling financial transactions, journal entries and accounts payable and receivable activities.

PROFESSIONAL QUALIFICATION

❖ **COMSATS, ISLAMABAD, CONTINUED**
• **PHD (THESIS SUBMITTED)**

Management Sciences specialization in Human Resource Management.

❖ **QUAID-I-AZAM UNIVERSITY, ISLAMABAD,**
• **M. PHIL COMPLETED 2019**

Management Sciences specialization in Human Resource Management.

❖ **INTERNATIONAL ISLAMIC UNIVERISTY,
ISLAMABAD,**

• **MBA COMPLETED 2009**

Management Sciences specialization in Finance.

❖ **PUNJAB COLLEGE OF COMMERCE,
RAWALPINDI,**

• **B.COM COMPELTED 2007**

Accounting, Business Mathematics and Statistics, Commerce

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PUBLICATIONS

- **Published in 2026 “Journal of Management Science Research Review (JMSRR)”**
ISSN Online: 3006-2047. Linking Paradoxical Leadership to Organizational Resilience: The Moderating Role of Organizational Learning Climate
- **Published in 2021 “Management Research Review”**
Emerald Journal ISSN: 2040-8269. Probing the impact of transformational leadership on job embeddedness: the moderating role of job characteristics.
- **Published in 2017 “International Journal of Engineering and Information Systems (IJEAIS)”** ISSN: 2000-000X
Vol. 1 Issue 9. Impact of Human Resource Management practices on Organizational Performance.
- **Published in 2017 “International Journal of Engineering and Information Systems (IJEAIS)”** ISSN: 2000-000X
Vol. 1 Issue 9. Achieving organizational Effectiveness through Employee Engagement.
- **Published in 2018 “International Journal of Scientific and Technology Research (IJSTR)”** ISSN 2277-8616
Vol. 7 Issue 4. Do Good and Have Good: Does Servant Leadership Influence Organizational Citizenship Behavior?

CERTIFICATIONS

- Certificate of Completion of Data Analytics and Business Intelligence course under DigiSkills Training Program
2026
- Certificate of Completion of Machine Learning, AI and Data Science (*Python*) **2025**
(Affiliated with Government of Punjab)
- Certificate of Completion of **Power BI** for Beginners **2024**
(Affiliated with Simplilearn-Skill up)

COMPUTER SKILLS

1. MS Office (Proficient)
2. SPSS (Proficient)
3. AMOS and Smart PLS (Good)

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4. SAS (Very Good)
5. Python Programming and data analysis skills (Good)
6. Power BI Data Analysis Skills (Good)

REFERENCES

- **DR. RABIA MUSHTAQ, QUAID-I-AZAM
UNIVERSITY, ISLAMABAD**
ASSISTANT PROFESSOR 0331-544 94 88
- **DR. ANEEL SALMAN, COMSATS
UNIVERSITY, ISLAMABAD**
DIRECTOR, FACULTY DEVELOPMENT ACADEMY
0333-447 99 86
- **DR. MAHWISH PARVEEN, COMSATS
UNIVERSITY, ISLAMABAD**
ASSISTANT PROFESSOR 0345-9175743