

Abdul Muqtadir

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OBJECTIVE

To obtain a challenging position in a reputable organization where I can apply my analytical, mathematical, and problem-solving skills while contributing to organizational success and pursuing continuous professional growth.

WORK EXPERIENCE

Admin & Academic Officer

Sep 2025- June 2026

Dar-e-Arqam School System

- Managed academic and administrative operations to ensure the smooth functioning of the institution.
- Coordinated student records, class schedules, examinations, and faculty support while maintaining accurate documentation.
- Assisted in implementing academic policies, monitoring educational standards, and facilitating effective communication among staff, students, and parents.

Research Assistant

Sep 2024- Aug 2025

Comsats University --Islamabad

- Conducted mathematical research, including literature review, theoretical analysis, and problem-solving under faculty supervision.
- Assisted in the development, verification, and documentation of mathematical models, proofs, and research findings.
- Prepared research reports, organized data, and contributed to academic presentations and scholarly publications.

EDUCATION

- Bachelor of Science in Mathematics**

COMSATS University Islamabad

Sep 2022- June 2026

Projects

The (p,q) -Generalized Exponential Form of Complex Number (Generalization of complex Number using (p,q) -trigonometric functions, extending Euler's formula to directional complex analysis)

Achivements

- PEEF Scholarship
- Athletic Competitions

Techincal Skills

- Data Analysis and Interpretation
- Basic Programming (MATLAB)
- LaTeX (for Professional Mathematical Documentation)
- Microsoft Office, MATLAB, Mathematica

Soft Skills

- Communication
- Leadership
- Teamwork
- Time management