

USAMA MUKHTAR



CONTACT

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V.P.O Buchal Kalan Tehsil
Kallar Kahar District
Chakwal, Pakistan

KEY SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

SKILLS

- Mathematica
- Matlab
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Near Pods
- Quizzie



PROFILE

Graduated in BS Mathematics from International Islamic University, Islamabad. Having a great Communication and Presentation skills & Looking for Challenging Position to enhance my learning communication and presentation capabilities. Experienced Academic Head with strong leadership skills in managing faculty, developing curriculum, and improving academic standards. Skilled in planning educational programs, mentoring teachers, and ensuring high-quality learning outcomes



WORK EXPERIENCE

MILESTONE INSTITUTE OF ARTS & SCIENCES (2024-PRESENT)

Academic Head/Administrator

- Oversaw faculty recruitment, mentoring, and performance evaluations to maintain excellence in teaching.
- Directed timetable planning, and resource allocation to support institutional goals.
- Monitor student performance, Ensure quality teaching and learning

Lecturer Mathematics

- Delivered advanced lectures in core areas including Real and Complex Analysis, Abstract Algebra, Topology, Mathematical Methods and pure mathematics.
- Assess and evaluate student progress.

WANHAR ACADEMY OF EXCELLENCE

(2020-2022)

Academic Head

- Oversaw faculty recruitment, mentoring, and performance evaluations to maintain excellence in teaching.
- Dealing with queries of Board of Intermediate & Secondary Education Rawalpindi.

Lecturer Mathematics

- Teaching Grade-9th & 10th students.
- Evaluating and assessing their performance.

GOVT ASSOCIATE DEGREE COLLEGE BUCHAL KALAN FOR BOYS

(2022-2023)

Lecturer Mathematics

- Teaching 1st & 2nd Years students of BISE Rawalpindi
- Teaching Mathematics to BSC Students

LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Punjabi (Fluent)

REFERENCE

- Reference will be furnished upon demand.



THE MILLENIUM ACADEMY ISLAMABAD

(2021-2023)

Lecturer Mathematics (Via Online)

- Teaching O-Level Mathematic
- Teaching A-Level Pure & Applied Mathematics
- Vast Knowledge & Experience About National Curriculum of England



EDUCATION

Post Graduate Diploma of Education

(2023-2024)

Ali Institute of Education, Lahore

Bachelor of Science: Mathematics

(2016-2020)

International Islamic University Islamabad

FSC: Pre-Engineering

(2014-2016)

Fauji Foundation Inter College Kallar Kahar

Matric: Science Group

(2012-2014)

Wanhar Academy of Excellence, Buchal Kalan

DECLARATION

Certified that above mentioned details are true and correct to the best of my knowledge and belief.

Usama Mukhtar