

**MUHAMMAD SALMAN**

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**Objective**

A highly motivated professional seeking a challenging position in a dynamic and growth-oriented organization where my skills and potential can be utilized effectively in the best interest of the company.

**Education****B.S. Education**

Government College University, Faisalabad | 2022

**Professional Experience**

**Academic Coordinator** | The Bright Future School of Science | 3 Years

- Coordinated academic programs, developed curricula, and managed educational activities to ensure student success.
- Worked closely with faculty to improve teaching methods and provided academic guidance to students.
- Oversaw academic scheduling and supported the overall educational environment to meet institutional goals.

**Medical Assistant** | Medical Clinic Diyaram | 6 Months

- Assisted in various administrative tasks and patient management at the clinic.

**Skills**

- Strong communication and motivational skills
- MS Office proficiency (Word, Excel, PowerPoint)
- Excellent teamwork and pressure management capabilities
- Ability to handle multiple responsibilities effectively

**Languages**

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

**Personal Interests**

- Reading books
- Learning new skills
- Cooking and gardening
- Cricket

References available upon request.

