Hafiz Muhammad Muneeb Afzal

(Teacher/Advisor/Management)

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Current Location: Green valley Faisalabad   **E-mail:** Muhammadmuneeb381a@outlook.com

Summary	Proven success increasing standardized test scores in high-risk classrooms. Educator with team leadership experience in a high school setting. Creative, energetic teaching style. Understand the mentality of all the students.
Key Experience & Skills	3 years' experience in teaching and account management in Taqwa School System and serve 6 to 8 months in The Sialkot school system as a vice principal also working online to educate students. As Teacher I developed new classes in these two schools and increasing their strength from 50 to 70 percent with minimum discount and as an advisor putting new ideas now admission campaigns with minimum budget and campaigns must be on high level. Introducing new syllabus schemes for betterment of education and easily digest the syllabus which is much more needed now a days. Using latest tools PPT slides and animations to understand the things and also provide planners for both teachers and students betterment, and much more…
Qualification	Bachelor's in Biotechnology (2017-2021 UMT)
Responsibilities	• Oversees all non-curriculum areas. • Providing administration and daily support to non-teaching staff such as executive and administrative staff. • Scheduling the school's curriculum. • Resolving conflict among teachers and students. • Evaluating and mentoring teachers. • Record keeping duties. • Communicating with parents. • Conducting special assemblies. • Development and administration of academic policies. • Development and review of academic departments and programs.

Experience	• Taqwa School System (Account Management and Teacher for higher classes) • The Sialkot School System (Vice Principal) • Conducting Seminars in University • Conducting First Convocation in UMT 2019
Software skills and workshop trainings	1. Introduction to Computer and Office Productivity Software (Hong Kong University of Science and Technology) 2. MS Office (self) 3. Corel Draw (IT Solutions) 4. Intermediate Python (Data camp) 5. Calculation of Panda in Python (Data camp) 6. Introduction to Python (Data camp) 7. Photoshop (I IT sonic solutions) 8. Attended workshop arranged by FEEL
Professional Affiliation	Higher Education Commission
Reference	Will be provided on demand