



Muhammad Ejaz

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● ABOUT ME

Experienced teacher with 17+ years of expertise in Economics, Urdu, and Pakistan Studies. Skilled in classroom management, curriculum planning, and exam preparation. Passionate about academic excellence and seeking a PhD opportunity to contribute to research and education.

● WORK EXPERIENCE

█ THE STUDY ZONE ACADEMY

TEACHER (ECONOMICS, URDU, PAKISTAN STUDIES) – 05/2017 – CURRENT

Responsibilities:

- Teach Economics, Urdu, and Pakistan Studies to students of all levels
- Prepare lesson plans, mark assessments, and conduct exams
- Support academic development and mentoring

█ SCHOOL EDUCATION DEPARTMENT (SED)

PRIMARY SCHOOL TEACHER (PST) – 01/2010 – CURRENT

Responsibilities:

- Teach a multi-subject curriculum
- Perform administrative and academic duties
- Support school improvement activities

█ KINDLE ACADEMY

ECONOMICS LECTURER – 04/2016 – 03/2017

Responsibilities:

- Teach intermediate-level Economics
- Conduct assessments and academic counseling

█ EXCELLENT ACADEMY

ECONOMICS LECTURER – 07/2014 – 12/2016

Responsibilities:

- Teach Economics at the higher secondary level
- Prepare students for board exams

█ THE UNIQUE ACADEMY

ECONOMICS LECTURER – 05/2013 – 06/2014

Responsibilities:

- Conduct Economics classes
- Engage students in discussions and research

█ MASALI ACADEMY

PART-TIME ECONOMICS TEACHER – 01/2008 – 03/2013

Responsibilities:

- Teach Economics to students of all levels
- Provide tutoring and support to weak students

█ THE EDUCATORS COLLEGE SAHIWAL

Responsibilities:

- Teach inter-level students
- Set and mark papers, handle accounts, and administrative tasks

● **EDUCATION AND TRAINING**

2017

M.PHIL. IN APPLIED ECONOMICS The University of Lahore

CGPA: 3.78

2018

M.A. URDU AIOU Islamabad

Marks: 1299

2013

M.A. PAKISTAN STUDIES BZU Multan

Marks: 468

2006

M.A. ECONOMICS Punjab University Lahore

Marks: 539

2004

B.A. Govt. College Sahiwal

Marks: 502

2010

B.ED. AIOU Islamabad

Marks: 610

2002

INTERMEDIATE Govt. Imamia Degree College Sahiwal

Marks: 645

2000

MATRICULATION Govt. High School Sahiwal

Marks: 392

● **LANGUAGE SKILLS**

Mother tongue(s): **PUNJABI**

Other language(s):

| | UNDERSTANDING | | SPEAKING | | WRITING |
|----------------|---------------|---------|-------------------|--------------------|---------|
| | Listening | Reading | Spoken production | Spoken interaction | |
| URDU | C2 | C2 | C2 | C2 | C2 |
| ENGLISH | A2 | B2 | B2 | A2 | B1 |
| ARABIC | A2 | A2 | A2 | A2 | A1 |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● SKILLS

Digital Skills

Microsoft Powerpoint | Microsoft Word | Internet Browsing and Research | Educational Software | Microsoft Excel | Online Teaching Tools

Communication and Interpersonal Skills

Strong classroom management | Excellent team collaboration | Motivational and mentoring abilities | Efficient administrative support

Organizational / Managerial Skills

Timetable scheduling | Event organization (seminars, student functions) | Exam planning & invigilation | Team leader for academic programs

● REFERENCES

Available on request
