

Syed Kazim Mehmood Kazmi

Visiting Faculty at MINHAJ University Lahore

I am young self-motivated administrative assistant in a fast paced work environment bringing a wealth of experience in performing general administrative duties including general secretarial and technical services for managers, project teams and clients.

Strengths & Skills

- ✓ Communication Skills
- ✓ Computer experience.
- ✓ Performance Management

Punctual.

- ✓ Computer skills
- ✓ English
- ✓ Time Management
- ✓ Teaching

Experience 9 years

Unique Science Academy, Teacher	6 months	Apr 2023 - Present
Laurel Home Schools Central Coordinator	7 months	Mar 2023 - Present
MINHAJ University Lahore Trainer / Consultant	2.1 years	Sep 2021 - Present
Naeem Shah Academy Admin Manager / Student Councilor	3.4 years	Oct 2019 - Mar 2023
American Lycetuff School System Teacher	3.4 years	Sep 2019 - Feb 2023
Sardar Grammar School Principal	1.3 years	Mar 2018 - Jul 2019
Quaid-E-Azam Public School Teacher Trainer	1 year	Jun 2017 - Jun 2018
Naveed Majeed Group of Academies Principal / Vice Principal	1.3 years	Jun 2017 - Oct 2018
Mubarik Educare School Teacher	1.1 years	Jul 2014 - Aug 2015
Mubarik Science Academy Admin Manager	3.9 years	Aug 2012 - Jul 2016

Projects

Usage of Gold in Islamic perspective (As jewelry, ornament and necessity) (MINHAJ University Lahore)

https://www.mul.edu.pk/crd/assets/downloads/Al-Irfan Urd Vol3 Issue6.pdf Research Article

(MINHAJ University Lahore) تجديدِ دين: وسعت اور محدوديت

https://www.mul.edu.pk/crd/assets/downloads/Al-Irfan_Urd_Vol3_Issue5.pdf Research Articles

Work History

Unique Science Academy, Apr 2023 - Present (6 months)

Teacher Lahore, Pakistan

Contact Info

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♠ House # 191 M-Block Model Town Lahore, Pakistan

Academics

Doctor of Philosophy | 2023

Imperial College of Business Studies, Lahore

Master of Philosophy in Islamic

Studies | 2018 | 3.5 CGPA

Imperial College of Business Studies, Lahore

BS Islamic Studies | 2014 | 2.3 CGPA Minhaj University, Lahore

Ash-Shahadat-ul-Aaliyyah | 2012 | 52%

College of Shariah & Islamic Sciences, Lahore

F.A | 2010 | 59%

The College of Shariah & Modern Science, Lahore

Matric in Science | 2008 | 58%

Minhaj ul Quran Model High School, Lahore

Awards

• Debate competition | 2012

Industries

• Education/Training

* Functional Areas

- Education / Teaching
- Accounts, Finance & Financial Services

Languages

- English Beginner
- Punjabi Beginner
- Urdu Beginner

☆ Hobbies

- Book Reading
- Playing Vally Ball

Laurel Home Schools	Mar 2023 - Present (7 months)
Central Coordinator	Lahore, Pakistan
MINHAJ University Lahore	Sep 2021 - Present (2.1 years)
Trainer / Consultant	Lahore, Pakistan
Department Behaviour Sciences, Leadership Role, Level of Leadership, Trust.	
Naeem Shah Academy	Oct 2019 - Mar 2023 (3.4 years)
Admin Manager / Student Councilor	Lahore, Pakistan
To Manage Teacher, Student Affairs and Character Development.	
American Lycetuff School System	Sep 2019 - Feb 2023 (3.4 years)
Teacher	Lahore, Pakistan
As a Urdu/Islamic Studies Teacher.	
Sardar Grammar School	Mar 2018 - Jul 2019 (1.3 years)
Principal	Sialkot, Pakistan
To Manage a Campus.	
Quaid-E-Azam Public School	Jun 2017 - Jun 2018 (1 year)
Teacher Trainer	Lahore, Pakistan
As a Teacher Trainer, Time Management and Teaching Method.	
Naveed Majeed Group of Academies	Jun 2017 - Oct 2018 (1.3 years)
Principal / Vice Principal	Lahore, Pakistan
to Manage a Campus of Academy.	
Mubarik Educare School	Jul 2014 - Aug 2015 (1.1 years)
Teacher	Lahore, Pakistan
As a Subject Teacher, Urdu	
Mubarik Science Academy	Aug 2012 - Jul 2016 (3.9 years)
Admin Manager	Lahore, Pakistan
to Coordinate with Teachers and Classes	



Usage of Gold in Islamic perspective (As jewelry, ornament and necessity)

Jul 2018 - Dec 2018 (5 months)

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Tools: Research Article

Gold is a well-known, gold-colored, precious, shiny, soft and smooth metal. It is called "Al-Zhahab" in Arabic, "Gold" in English and "Oram" in Latin. Gold is as old as history because it is mentioned in all the heavenly books. Archaeological and historical evidence from various countries confirms that the Egyptians started using gold around 1200 BC, and some historical facts indicate that man discovered gold around 2600 BC. In ancient times, gold was used in jewelry, costumes, utensils, decorative items, crowns, designs on the weapons, carving sculptures, idols, and medicines, while in modern times, it is used in the medicines of Allopathic and Homeopathic ways of treatment and also used in the manufacture of electronic parts such as watches, mobile phones and computers. In the recent and distant past, gold was used as a coin and currency and only gold was used in transactions with different countries. As being the world's most precious metal, banks, countries and governments still ensure the presence of gold in their assets. Islam has not left the permission of adornment and decoration free but has set separate rules, conditions and limits for men and women in this regard so that real beauty is created in human life and Islamic society becomes a manifestation of beauty and goodness. Therefore, it is absolutely haram for a man to wear all kinds of ornaments such as rings, necklaces, bracelets, rings, earrings, anklets, curls, tops, badges and stars etc. Because the Prophet (peace and blessings of Allah be upon him) forbade men to wear gold ornaments. However, it is absolutely permissible for a woman to wear all kinds of gold ornaments such as rings, necklaces, bracelets, rings, earrings, anklets, curls, earrings, badges and stars.



Jan 2018 - Jun 2018 (5 months)

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Tools: Research Articles

With the passage of time, nature of human being has caught by the greed which affects of worships, theories and believes under it. But as Islam is a universal and final religion it does not allow remaining for a long time. The age which normally consists of a century which cause the dust and of illness in this age which is cleared and development is made due to revival process with the theory and believes. This process was carried in different angles. Revival of religion means to eradicate the additional things and theories which are interred and also to bring religion in original shape. During the past centuries the Muslims were totally disturbs in the world, but there movements of revival also rose from in this region.



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