

MUHAMMAD AKIF JAMIL

H # 07, Al Rahman Scheme, Near Mughal Pura Dry Port, Lahore · 0321-4466802

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To use my interpretive and quantitative adeptness to pursue career growth and superior results to its excellence by accepting challenges, and effective utilization of professional skills and hard work, for a well reputed organization.

EXPERIENCE

05, APRIL 2013 – 02, MAY 2015

ADMINISTRATOR | LEADS GRAMMAR SCHOOL

As administrator, job description was to organize the school activities, assist the principal to achieve academic outcomes, to fulfill administrative tasks of school on time, and to deal with parents and clients.

29, NOVEMBER 2017- 31, OCTOBER 2018

PROGRAM OFFICER | GHAZALI EDUCATION TRUST

Visit schools in rural areas to monitor educational and administrative activities, compile data and prepare reports, assist head of the department in performing other academic and official duties.

EDUCATION

CONTINUE FROM OCT, 2018

M.PHIL IN EDUCATIONAL LEADERSHIP AND POLICY STUDIES | DIVISION OF EDUCATION, UNIVERSITY OF EDUCATION, LAHORE.

COMPLETED ON NOVEMBER, 2017

MA IN EDUCATIONAL RESEARCH AND ASSESSMENT | INSTITUTE OF EDUCATION AND RESEARCH, UNIVERSITY OF THE PUNJAB, LAHORE.

SKILLS

- Computer Efficiency: MS Word, MS PowerPoint, and SPSS software.
- Languages: Urdu, English, and Punjabi
- Writing and speaking skills on different issues.
- Research and analysis skill on school, classroom and other educational problems.

ACHIEVEMENTS

- Secured 2nd position and received cash, books and certificate in Seerat Writing Competition 2015 organized by Sheikh Zayed Islamic Center, University of the Punjab.
- Received certificate of excellence on showing 100% attendance in semester fall 2015, by Department of Educational Research and Evaluation (DERE).
- Got third position in speech competition in an event conducted by DERE.
- Received Laptop under PM Laptop scheme on showing excellent result during university education.

Participations/Activities

- Conducted Research on the topic of “Teachers and Head-teachers Interpersonal Relationships in Private Secondary Schools of Lahore District” for the acquisition of degree.
- Worked as Student Editor in the publication of IER magazine “Taleem O Tehqeeq” 2017.
- Attended one day workshop on “Quantitative Data Analysis” conducted by IER.
- Participated in 2nd Youth Summit 2014 by Kafka Welfare Organization in University of Central Punjab.
- Participated in 3rd and 4th International Conferences 2015 & 2016 on Research in Education organized by Institute of Education and Research.
- Participated in two days’ workshop on “Leadership and Motivation” by R & D Youth Connect, Government of the Punjab.
- Participated in 2nd Small and Medium Entrepreneurship Conference 2017 by University of Management and Technology and Small and Medium Enterprises Development Authority.