**To:**

**The Director HR**

Dear Sir/Madam,

Respectfully, it comes to my knowledge through reliable sources that the post of above mentioned cadre is lying vacant under your kind control. I offer my services for the said post. I am very outgoing and energetic, hardworking and strong-willed. I work with others; I am conscientious, motivated and also seeking to learn new ways of doing things and would be grateful if your will provide me with such an opportunity.  I will be available at your convenience.I am perfect in all of your Requirements for this job. I am Fluent in English in all four skills (i.e. Speaking, Reading, Writing and listening).

I am result oriented, strategic in nature and hardworking young man, having capability of working as a dominant and cooperative member, particularly, in the challenging and teamwork environment. My Experiences in teaching, management and administration has enhanced my management, technical and IT skill. Professional experience of some leading Organizations of Pakistan is evident of my competitive qualities.

I am much suitable candidate for this post because

1. I have completed MIT (Masters in Information Technology) and do have experience of web designing that will help me managing MIS.

2. I have studied Principals of Marketing as a subject in MIT that will help me communicate marketing department in a better way and managing/ improving admission through various strategies.

3. I have 15+ years of teaching experience that will enable me to communicate students and parents in a convincing manner to get more admissions.

4. During my teaching career I have been a team member of admission cell, concerning with setting admission tests, their printing, checking and re-checking of admission tests.

I hope to see you soon for expression of my abilities, skills and knowledge.

Regards

***Faisal Mehmood Tariq***

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| **FAISAL MEHMOOD TARIQ** | **my Pic** |
| **Domicile: Gujranwala, Punjab, Pakistan Cell:** +92-322-5880368 **E-mail:** fysi.janjowa@gmail.com |

## **Skills:**

**Effective Discipline Skills, High Expectations, Knowledge of domain, Passion for management, Strong bond with other members, Caring attitude, Prepared and organized, Planning and Evaluation, Consideration of Individual Needs, Human Resource Management, Organizational Behavior, Leadership, Critical thinking and organization, Troubleshooting, Time management, Computer skills, Supervision, Conceptual Skill, Working as a team member, Good communication skills, Organization, Flexible/adaptable to change, Self-management, Solve-complex problems and make decisions.**

## **Awards & Recognitions:**

* Distinguished teaching award from Beaconhouse School System Northern Region in recognition of contributing towards exceptionally high GPA in 2018 and 2015.
* Malik Miraj Khalid excellence award for the best teacher in 2012 from education society, to recognize my efforts to get my students at the top board positions.
* Best Teacher award for the best results for session 2011-2012 awarded by GAK Principal along with GOC of Kharian Cantt.
* Best Teacher award for the best results for session 2010-2011 awarded by GAK Principal along with GOC of Kharian Cantt.
* Best Teacher award for the best results for session 2009-2010 awarded by GAK Principal along with GOC of Kharian Cantt.
* Best Class Teacher award for session 2008-2009 awarded by GAK Principal.
* Best Class decoration award for session 2005-2006 on getting 1st position in Class decoration competition, awarded by Principal of Grammar School Gujrat Pakistan.
* Best Project Award for my Final Project of PGD-It (Post Graduate Diploma in Information Technology) awarded by Project Supervisor.

## **Experience:**

* **Lahore College of Arts and Sciences LACAS, Gujranwala Campus.**

Teaching Chemistry to O-Level Classes since September 2018 as an O level visiting faculty.

* **The Noor School DC Colony, Gujranwala.**

Teaching Chemistry to O-Level Classes since September 2017 as an O level visiting faculty.

* **Garrison Academy Junior Campus Gujranwala Cantt.**

Teaching Chemistry and Computer Science to O-Level Classes from July 2017 to April 2019 as an O Level visiting faculty.

* **Beaconhouse School System (BSS) Mandi Bhaudin**

Teaching Chemistry and Computer Science to Matric and O-Level Classes from September 2014 to September 2017.

* **Bloomfield Hall School Kharian Cantt (BHS)**

Teaching Chemistry and Computer Science to Matric and O-Level Classes from February 2013 to October 2014.

* **Army Public School and College Kharian Cantt (GAK)**

From 6th October 2006 to 3rd September 2012 teaching Chemistry. During my job I was appointed as Class Teacher, Incharge of Morning Assembly, House Incharge of Discipline House and Member of sports committee. I attended many teacher training workshops. My teaching methodologies helped students to get top positions in FBISE board.

* **Grammar School Gujrat**

Three years (2003 to 2006) experience of teaching, Class Incharge, Head of Science Society, and Head of examination board, Admission Incharge, House Incharge and Member of sports committee.

## **Academic Background:**

|  |  |  |  |
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| **Class** | **Board/**  **University** | **Year** | **Major Subject** |
| **Masters in Information Technology (MIT)** | **Virtual University Pakistan (VU)** | **2012** | **Web Designing, Programming,**  **Data Communication, Financial Accounting ,  Principles of Marketing,  Principles of Management, HR, Database Management Systems, Software Engineering, Organizational Behavior, Web Design and Development, Data Warehousing, Entrepreneurship, Computer Network, Human Resource Management** |
| **B.Sc** | **University of the Punjab** | **2003** | **Botany, Zoology & Chemistry** |
| **FSc.**  **(Pre-medical)** | **FBISE Islamabad** | **2001** | **Chemistry ,Physics, Biology** |
| **SSC**  **(Science)** | **FBISE Islamabad** | **1999** | **Chemistry , Physics, Biology, Maths** |

###### **Technical Courses**

1. **Post Graduate Diploma in Information Technology (PGD-It)**

Skill Development Council (Govt. of Pakistan, ILO & World Bank) Lahore, Pakistan in **2005.**

1. **International English Language Testing System (IELTS).**

Australian Council (University of Cambridge-ESOL Examinations) in 2006 and in 2013 from British Council

## **Personal Detail**

Father’s Name : Tariq Mehmood

Date of Birth : April 20th, 1983

Marital Status : Married

Religion : Islam

Nationality : Pakistani

Languages : Urdu, English & Punjabi