***GUL AQSA*** 

***Phone #:******0336-5722127 0334-1816121***

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***Address: House No 330 Saman Berg E-Block Joher Town Lhr.***

***Career Objectives:***

* ***Looking forward for career in an organization where I can use my Diverse Skills, Knowledge and Efforts to add value to the organization and I am eager to contribute my creativity and hard work towards the success of the organization and to the growth of the fast developing field and to enhances my career.***

**Qualification**

|  |  |
| --- | --- |
| ***Degree*** | ***Institute / Board / University*** |
| ***M.A*** | *Punjab University (political science)* |
| ***B.A*** | *Islamia university Bwp* |
| ***F.Sc*** | *BWP board (pre-medical)* |
| ***Matric*** | *BWP board* |

**English (written, spoken ) Administrative & Interpersonal Skills**

* *Strong planning, organizing and monitoring abilities*
* *Good Communication Skills*
* *Emotionally mature; calming and positive temperament; tolerant and understanding*

· *Spreadsheet Development.*

* *Determined and decisive; uses initiative to meet and resolve challenges*
* *Good strategic appreciation and vision; able to build and implement sophisticated plans*
* *Extremely reliable and dependable - analytical and questioning, strives for quality*
* *Self-driven and self-reliant - sets aims and targets and leads by example*
* *Self-aware - always seeking to learn and grow*
* *Detailed and precise; fastidious and thorough*
* *active and dynamic approach to work and getting things done*
* *Function well (both as independent as well as a team member)*
* *Strong leadership and management skills;*
* *Good qualitative, quantitative and analytical skills;*
* *Excellent interpersonal & communication skills.*
* *High integrity and honesty; ethical and socially aware*
* *Self-motivated and organized.*
* *Good command over English (both written and spoken)*

**Side Activities**

**Experience**

* ***LASA ACADEMY*** ( BOR Joher Town) Lhr November 2016 to November 2017
* *Public relations*
* *Paper prepration*
* *parents dealings*
* *schedule formation and implementation*
* *Event management*

* ***THE EDUCATORS*** (Elite Campus) Lhr
* From Nove 10, 2015 to september 10, 2016 as Admin Officer and science teacher performing the following duties
* Public relation
* Paper Prepration
* Maintenance
* Discipline and control
* Science exhibition and projects

* ***FAIRFIELD HIGH SCHOOL*** ( E Block Joher Town) Lhr
* from Aug 01, 2014 to Sep 10, 2015 as Science and English teacher
* ***BRIGHT GRAMMER SCHOOL JOHER TOWN BRANCH***
* *From July 07, 2012 to May 10, 2013 as Science and English teacher*
* ***THE EDUCATORS*** (Al Madina Campus) BWN
* From Nove 01, 2009 to April 05 2011 as a teacher
* ***FINE ARTS AND DECORATIONS***
* Painting drawing sketching work
* school decoration
* *Event management*

**Personal Data**

* *Father’s Name: Saleh M Khan*
* *Date of Birth: Sep 06, 1992*
* *NIC No. 35202-3089202-8*
* *Marital Status: Single*
* *Domicile: Punjab*
* *Religion: Islam*

**Reference**

*Will be furnished if require.*