# MIRZA AHMAD USMAN

**224 Madina Block Awan Town Multan Road Lahore**

Cell No. +**92-321-4935065** / **+92-302-4220961** Email Address: [mirzausmanpgc@gmail.com](mailto:mirzausmanpgc@gmail.com)

***CAREER OBJECTIVES***

To utilized my professional skills and experience through highest level of commitment and honesty in order to achieve organizational objectives and personal growth, and also to achieve the targets assigned by the top management of the organization*.*

***EXPERIENCE***

Organization : **The Knowledge School Awan Town Lahore.**

Organization Type : Educational

Designation : Teacher

Tenure : 2nd December 2013 to 30th April 2014

Brief job Description : Teaching **(Math)** Middle &Matric classes

Organization : **Capital Science Academy Awan Town Lahore.**

Organization Type : Educational

Designation : Teacher

Tenure : May 2014 to December2015

Brief job Description : Teaching **(Math)** Matric& Inter classes

Organization : **National Testing Services Pakistan**.

Organization Type : Test Conducting Firm

Designation : Marker

Tenure : May 2017 to August 2017

Brief job Description : Paper Marking

Organization : **Punjab Education Foundation**.

Organization Type : Educational

Designation : Marker

Tenure : October 2017 to Continue

Brief job Description : Paper Marker of Middle & Matric Classes

Organization : **Punjab Group of Colleges**.

Organization Type : Educational

Designation : Campus Non-Teaching Staff Incharge

Tenure : 11September 2014 to 11th November 2019.

Brief job Description : Maintain the attendance of the staff, Exam work and Office Work

Organization : **Director General Excise and Taxation Lahore**.

Organization Type : Excise and taxation

Designation : Internee

Tenure : 19th December 2019 to 18th January 2020.

Brief job Description : Data Cropping and Sorting

***Training***

Two days training of School Leadership Development Program at Punjab

Education Foundation Lahore.

***SKILLS***

* MS Office
* Operating System Windows and Software Installation
* Internet/Email, typing (30 WPM almost)

***QUALIFICATION***

* MIT Result Awaiting Superior College
* B.A 2016 Punjab University
* FSc 2013 BISE Lahore
* Matric Science 2010 BISE Multan

***PERSONAL INFORMATION***

* Father’s Name *Muhammad Zulifqar*
* N.I.C No *33302-8735747-3*
* Date of Birth *14-09-1994*
* Domicile *Lahore*
* Nationality *Pakistani*
* Marital Status *Single*
* Religion *Islam*

***EXTRA CURRICULUM ACTIVITIES***

Reading Books & Magazines

Historical Searching

Badminton, Cricket etc.