**Personal Info:** Muhammad Adnan zafar

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Nationality: Pakistani

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1. **Objectives:**

To pursue a career in a reputable dynamic and growth oriented organization that could provide opportunities for personal growth and development. Develop my career while acquiring the core literature. I want to get better future in the field of “Urdu Adab” with the maximum knowledge of literature. This can benefit both side Employers and me. I will keep me aware the latest knowledge and development myself for the good work. Moreover, I have a good knowledge of computer work.

**2.Experiences:**

9.Entry(s)

Organization **Garrison Public School & Colleges**.

Organization Type Educational Institute

Designation Urdu Lecturer

Location Dera Ghazi Khan.

Job Type Full Time

Tenure November 2007 to December 2008

Description Here in this organization I did work for one year as Urdu lecturer at the Intermediate Level. To take the FSc Classes and taught them Urdu subject, I use to tell them the about the literature and its history and different things which are the part of the literature, for putting their interest in the subject.

**2.**Organization **Govt. Technical Training Institute (TEVTA)**

Organization Type Educational Institute

Designation Computer Instructor

Location Dera Ghazi Khan.

Job Type Part Time

Tenure 16th March 2009 to 26th November 2009

**Description** Here in this organization I did work for almost 9 months as Computer instructor in the short courses. To take the CCA Classes I taught them Fundamental of Computers, Office Automation, Dos, Windows, Urdu software and also Internet.

**3.**Organization **Govt. Boys Inter & Degree College Block No. 17, DG Khan.**

Organization Type Educational Institute

Designation College Teacher Internee-Urdu Lecturer (CTI )

Location Dera Ghazi Khan.

Job Type Full Time

Tenure 1st December 2009 to 31st May 2011

**Description** Here in this organization I did work for one year as Urdu lecturer at the Intermediate Level. To take the FSc Classes and taught them Urdu subject, I use to tell them the about the literature and its history and different things which are the part of the literature, for putting their interest in the subject. My Goal was whole course of FSc with creative writing and the Grammar of Urdu which is in syllabi of the Intermediate Urdu course.

4**.**Organization **Punjab Group of Colleges**

Organization Type Educational Institute

Designation Urdu Lecturer

Location Dera Ghazi Khan.

Job Type Full Time

Tenure July2011 to Dec 2012

**Description** Here in this organization I did work for one year as Urdu lecturer at the Intermediate Level. To take the FSc Classes and taught them Urdu subject, I use to tell them the about the literature and its history and different things which are the part of the literature, for putting their interest in the subject.

5**.**Organization **Cadet College Swat (Boarding)**

Organization Type Educational Institute

Designation Urdu Lecturer

Location Swat.

Job Type Full Time

Tenure July. 2015 Aug 2016

**Description** Here in this organization I did work for one year as Urdu lecturer at the Intermediate Level. To take the FSc Classes and taught them Urdu subject, I use to tell them the about the literature and its history and different things which are the part of the literature, for putting their interest in the subject. My Goal was whole course of FSc with creative writing and the Grammar of Urdu which is in syllabi of the Intermediate Urdu course.

**6.**Organization **Chand Bagh School. (Boarding)**

Organization Type Educational Institute

Designation Urdu Teacher

Location Muriedk.

Job Type Full Time

Tenure Aug. 2016 to Feb 2017

**Description**  Here in this organization I am working as Urdu Teacher at the all classes like Main stream (Matriculation & Intermediate) and O level.   
At this level we also work for participation of the student in the different Extra Circulars activities of creative writing, speech and also in the sports.

**7.**Organization **Punjab Daanish Boys School. (Boarding)**

Organization Type Educational Institute

Designation Urdu Lecturer

Location Dera Ghazi Khan

Job Type Adhoc

Tenure Sep. 2017 to March 2018

**Description**  Here in this organization I was working as Urdu Lecturer for all classes like Class Six to Intermediate level.   
At this level we also work for participation of the student in the different Extra Circulars activities of creative writing, speech and also preparation of Skits, Drama etc.

**8.Organization STAR INSTITUTE LAHORE**

Organization Type Educational Institute

Designation Campus Manager

Location Dera Ghazi Khan Campus.

Job Type Full Time

Tenure June. 2018 to Date

Here in this organization I am working as Urdu Lecturer and Campus Manager. At this level we

also work for participation of the student in the different Extra Circulars activities of creative writing,

speech and also preparation ofSkits, Drama etc.

To provides comprehensive support services to MD that ensures a professional,

responsive and effective experience with the organization as a whole. Provides

sophisticated calendar management. Prioritizes inquiries and requests while conflicts

with little guidance; makes judgments and recommendations to ensure smooth day-to-

day engagements. Other responsibilities:

as **Campus Manager**

**My main responsibilities are:**

* Managing daily Campus Activities.
* Ensuring the flow of work to operate actively.
* Forecasting the new Strengths and weaknesses and anticipate challenges arising from limited recourses.
* Preparing and presenting new ideas for meetings.
* Working with executives and business heads to prepare the schedules and other Academic and non Academic Activities.
* Creating solutions of new challenges by applying the knowledgeable tactics.
* Liaising with Staff, MD, Students and their parents on different events and issues.
* Providing advice on financial & Managerial matters impacting on the Institute as a whole.
* Taking responsibility for, and supervising the work of, more junior members of staff
* Preparing financial reports and submissions to relevant government entities Arranging financial audits and reviews as required

**9. Organizations** **Best Academy, Zakriya Academy Qaid Academy etc** Organization Type Educational Institutes

Designation Urdu Lecturer

Location Dera Ghazi Khan.

Job Type Part Time

**Description** Here in these academies I did work as Urdu lecturer at the Intermediate & Metric Level. I enhance my Knowledge and worth in the field of teaching.

1. **Educational detail:**

**Degree Name** **M Phil Urdu**

Institute BZU, Multan

Session 2019-2020

Level Attained Continue

Major. Research work, (Classical poetry, Fiction, History of Urdu language, Criticism etc).

**Degree Name** **MA Urdu**

Institute Govt. Post Graduate College Dg Khan. Sub Campus of BZU, Multan

Session 2005-2007

Level Attained 2nd Div

Major. Research work, Classical poetry, Fiction, History of Urdu language, Criticism etc

**Degree Name**  **BCS**

Institute AIOU, Islamabad

Session 2002-2005

Level Attained 1st Div

Major. Fundamental of computers, Database, Networking, Computer Automation etc

**Degree Name**  **D.Com**

Institute Govt. Commerce College Dg Khan. PBTE, Lahore

Session 1999-2001

Level Attained 1st Div

Major. English Short Hand, Accounting, Typing.

**Degree Name** **Matriculation**

Institute Govt. High School no.1, BISE DG Khan

Session 1997-1999

Level Attained 2nd Div

Major. Science subjects. (Physics, Chemistry, Math, Bio)

**4. Projects during the Study:**

I did two projects during my studies. One is for BCS and other is for MA Urdu. Those are stated below.

***a) At Bachelor Level Project:***

Project Title:

* Database of School (Oracle 8i) with Developer 2001. **Schooling and teaching System**:

It is a Data Base application it was an opportunity for the principle and teachers. Each year hundreds of international conferences and workshops are conducted by many organizations. All these conferences and workshops require paper submission. Normally all schools have data base for maintaining the data to get information. Majority of these schools receive information through different medium manual work is required to receive this information, categorize them, send them for review, evaluate reviews and send acceptance or rejection notifications to writers. This project aims all this process to be completely web based and automated.

***b) At Master Level Thesis:***

Thesis Title:

* In page Urdu Software “**Anjum Sehbai Shakhsiyat aur Fun**”

As a student of MA Urdu there is no compulsory for doing the research but the keen interest of the student can make him able for doing research. In the Master it was my passion to do research in the Literature field. So I did prove myself and take that percentage and then I can eligible for doing research and I took thesis. In this context I did work on the local poet, his name is Faiz Muhammad and his poetic name is ANJUM SEHBAI. So, I explore him as my topic concern “**Anjum Sehbai Shakhsiyat aur Fun**”. Where the theoretical study is held for understanding the concepts of the literature world, there are also a practical work is compulsory. So for this I did a research by the recommendation the University and that Poet. I did work as a student of Urdu literature. So I did try my level best.

**Reference:** Will be furnished on demand.