**To,**

The Principal American lyceum, Lahore.

**Subject: Application for the post of “ Computer Teacher”.**

Sir

Reference to your Job advertisement regarding Subject Positions, I would like to offer my services against the subject position as **Visiting Faculty Member**. I am well aware that you are looking for a qualified and experienced professional to fill this position. Also I assure you that my sound job relevant skills & IT knowledge enable me to qualify for the position.

Enclosed this is my resume which can reveal that I have been an enthusiastic & experienced faculty member and can handle my job responsibilities efficiently and effectively.

If you favor me an opportunity of job demonstration, I would be highly obliged. Also, I can prove myself quite an asset to your organization, if you care to select.

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| Yours faithfully  **Muhammad Ishtiaq** |

**Muhammad Ishtiaq**  
S/O Muhammad Yousaf  
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[Ishtiaq.ahmer@gmail.com](mailto:Ishtiaq.ahmer@gmail.com)  
+92-321-4832124

**Objective**

Seeking a faculty position with a growing educational institute where my training, skills and active teaching methodologies will be fully utilized in order to provide students with a positive learning experience & let them to think convincingly, to act rationally, to express themselves coherently, to work diligently and to function compassionately in all avenues of life.

**Academic Achievements:**

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| --- | --- | --- | --- |
| **Degree/certification** | **Institute** | **Session** | **Grade/Division** |
| * Masters in Computer Science (MCS) | COMSATS Institute of Information technology | 2015-17 | B/1st |
| * Bachelors in Commerce (B.Com-IT) | Govt College of Science Wahdat Road Lahore | 2008-10 | B/1st |
| * Higher Secondary School Certificate (I.C.S) | Govt College of Science Wahdat Road Lahore | 2005-08 | A/1st |
| * Secondary School Certificate (Science) | Govt High School Town Ship Lahore | 2003-05 | C/2nd |
| * CIT (Basic IT Course) | Eastern College Model Town Lahore | 2005 | A+/1st |

**Experience:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Key Responsibilities** | **Duration** | **Institute** |
| * Lecturer Computer Science | * To Teach **Computer Science** at **Intermediate level**. * To conduct **practicable session** after Annual Exams that constrains the practical performance of MS-Office i.e. MS-WORD, MS-Excel and Programming i.e. C language. * To Teach **Entry Test Preparation** Classes for admission in UET and other engineering universities. | May 10, 2011 To **Till Date** | MUBARIK Educational Society Town Ship Lahore. |
| * Lecturer Computer Science | * To Teach **Entry Test** Preparation Classes for admission in UET and other engineering universities. | Session 2013 | Kips College Kasur |
| * Data Processing Assistant | * Formulation of ADP. * Conducting diversified analysis using MS-Excel regarding Formulation of Annual Development Plan. | April 14, 2014  To  **Till date** | P&D Board Government of the Punjab Lahore |
| * Research Writer | * Write a research report followed by a secondary data based rigorous research. | December 19, 2013 To March 31 2014 | Evelop-IT Model Town Lahore |
| * Lecturer Computer Science | * To Teach Computer Science at Intermediate level. * To conduct practicable session after Annual Exams that constrains the practical performance of MS-Office i.e. MS-WORD, MS-Excel and Programming i.e. C language. | September 10, 2007 To May 09, 2011 | ICE Academy, Johar Town Lahore |

**Reference:**

be furnished on demand.