**Curriculum Vitae**

**Personal Information**

**Name: Mubashir**

**Nationality: Pakistani.**

**DOB: March, 03, 1987**

**E-mail:** [mubashir.347423@2freemail.com](mailto:mubashir.347423@2freemail.com)

**Visa Type:** Visit Visa

**Language:**  English, Urdu, Hindi & Punjabi

Career Objectives

Seeking a Challenging opportunity to demonstrate my skills & abilities and attain experience and knowledge in an organization working on a global scale offering scope for career growth and professional development.

Education

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Year** | **Board/University** | **Division** |
| SSC | 1999 | BISE Mirpur AJ&K Pakistan | 1st |
| HSSC | 2003 | BISE Mirpur AJ&K Pakistan | 1st |
| BSC | 2005 | University of AJ&K Muzaffarbad Pak. | 1st |

Professional Experience

**SPRING FIELD CHILDREN ACADEMY**

**Designation:**  **Lecturer (Part Time)**

* Duration: 2009 to 2011
* Location: Bagh AJ&K (Pakistan)

**Responsibilities:**

* To conduct research, which enhances the School’s high reputation, as a research-led institution. Publication of articles in refereed journals is expected. To engage in examining duties, i.e. the production of exam questions/papers, exam marking and moderation To act as academic advisor to FSc students and to refer students to sources of pastoral support. To supervise MRes as appropriate..

**ROYAL COLLEGE BAGH AJ&K**

**Designation:**  **Vice Principal**

* Duration: Februry 2010 to December 2011.
* Location: Islamabad.

PTO

**Responsibilities:**

Continually endeavour to improve the operating effectiveness of the school for which he is responsible. b) Keep informed of current practices and techniques relating to school programs, teaching and administration by attending meetings and professional development conferences, and reading professional materials. c) When not involved in teaching duties, to devote as much time as possible to the supervision of the school; observing methods of instruction and endeavouring to improve the efficiency of the staff and the school in general. Keep the Superintendent fully advised as to the conditions and needs of the school. d) Suggest appropriate changes in and ensure adherence to approved policies, practices and procedures within his area of responsibility.

**THE BANK OF AZAD JAMMU & KASHMIR MUZAFFARABAD**

**Designation:**  **Operation Manager**

* Duration: Dec, 2014 to Dec, 2015.
* Location: Muzaffarabad.

**Responsibilities:**

• Lead the Service Team. • Ensuring regulatory and procedural compliance • To co-ordinate the audit of the branch • Ensuring service excellence to enhance portfolio, control retention and better cross sell • Authorize and check RO / SO entries • Check vouchers to clear transactions of above Rs. 10 lakhs • Vault / Key custodian • Excellent written and oral communica

**SIR SYED COLLEGE OF SCIENCES & IT**

**Designation:**  **Principal**

* Duration: Dec , 2011 to Dec, 2012.
* Location: Islamabad Pakistan.

**Responsibilities: As per Above**

**NATIONAL SCIENCE COLLEGE BAGH AJ&K.**

**Designation:**  **Principal**

* Duration: Jan, 2016 to August 2016.
* Location: Islamabad.

**Responsibilities:**

Continually endeavour to improve the operating effectiveness of the school for which he is responsible. b) Keep informed of current practices and techniques relating to school programs, teaching and administration by attending meetings and professional development conferences, and reading professional materials. c) When not involved in teaching duties, to devote as much time as possible to the supervision of the school; observing methods of instruction and endeavouring to improve the efficiency of the staff and the school in general. Keep the Superintendent fully advised as to the conditions and needs of the school. d) Suggest appropriate changes in and ensure adherence to approved policies, practices and procedures within his area of responsibility.

Professional Education:

* 06 Month Course Proficiency Certificate in Computer Basics passed from AFIIT Bagh Pakistan.
* One Year Course in AJ&K from AJ&K TEVTA Regd. Bagh Pakistan.

**Reference:**

* Reference will be furnished on demand.