 **Shahzad**

**Shahzad.370720@2freemail.com**

**I have two years visa of UAE (2017-2019).**

**Professional Summary**

A highly motivated and detail oriented professional with more than ten years of successful career in teaching, honored by Diploma TEFL, ACCA(1) and Masters in Commerce. I have much to offer in terms of teaching Accounting and Business with strong interpersonal and analytical skills topped up with the knowledge of my field. Presently looking a challenging role in forward-looking organization to use gained knowledge and skill. Ready to assume responsibilities with vigor and commitment. Also having a good experience of management.

**Core Competencies:**

* Strong skill of judgment
* Good Communication skill
* Team player with strong leadership ability
* Visionary approach towards issue resolution
* Great Performance

 **Experience**

**Organization:** **Concordia College Faisalabad. (A Project of Beaconhouse School system)**

**Designation: HOD( Commerce) & Head of Examination Cell.**

**Tenure: 2015- to 2017.**

**Major Responsibilities**

* Teach first & second year business and Accounting students.
* Give and select topics for open discussion.
* Assess the Business & Accounting abilities of students by different activities.
* Discussion with junior staff on the progress of students and syllabus coverage.
* Conduct weekly or monthly staff meeting.
* .Team leader of Examination Cell.
* Arrangements for a safe conduct of in-house examination
* Facilitation of teaching staff in preparing exam papers, printing of papers etc.
* Supervision of results making, by class incharges.

**Organization:** **Faisalabad College of Science**

**Designation: Lecturer in Business studies and Economics.**

**Tenure: 2010-2015**

**Major Responsibilities:**

* Teach first & second year Business and Economics students.
* Prepare lesson plans for different activities.
* Amend the lesson plans and activities accordingly.
* Give and select topics for open discussion.
* Keep the students engage in classroom by using different techniques.
* Give and mark the homework regularly.
* Assess the Business abilities of students and make progress report.
* Discussion with colleagues on the progress of students.
* Attend weekly or monthly staff meeting.

**Organization: Government College samanabad, Faisalabad.**

**Designation: Lecturer in Commerce (Business and Accounting)**

**Tenure: 2007-2010**

**Major Responsibilities:**

* Teach Accounting and Business to first year college students.
* Prepare lesson plans for the class.
* Prepare activities for Business and Accounting.
* Give and select topics for open discussion.
* Keep the students engage in classroom.
* Arrangement of tour for Business activity.
* Group discussion by giving topic on Business.

**Organization: Lahore Grammar School, Faisalabad**

**Designation: Teacher O level (Accounting & Business Studies)**

**Tenure: 2002-2007**

**Major Responsibilities:**

* Teach Accounting & Business Studies to O level students
* Prepare lesson plans.
* Prepare activities and material for activities.
* Open discussion.
* Encourage the students how to speak on stage.(Presentation)
* Attend school meetings to develop the program.

**Organization: The Educators High School, Faisalabad.**

**Designation: Teacher History and Pakistan Studies.**

**Tenure: 1998-2002**

 **Education**

* Diploma TEFL A.I.O.U- Pakistan. 2012 (Teaching English As A Foreign Language)
* Bachelor in Education University Of Sargodha, Pakistan. 2011
* Masters in Commerce B.Z .U-Multan, Pakistan. 2010
* Bachelor in Commerce University of the Punjab-Lahore, Pakistan. 1998
* ACCA Part-1 ACCA, U.K. 2004
* **Certificate in English (6 months) National Uni. Of Modern Languages, Pakistan. 2011**

 **Computer Skills**

* **Operating software DOS, Windows 7**
* **MS-Office. (Word, Excel)**
* **Oracle Financial ERP.**

 **Personal Information**

* **Nationality Pakistani.**
* **Marital Status Married.**
* **Religion Islam.**
* **Languages English, Urdu, Punjabi.**