

MOAZZAM NAZIR



PERSONAL PROFILE

Dedicated and detail-oriented professional with a strong academic background in mathematics and a passion for education. Possessing comprehensive experience as a teacher in private institutes, coupled with proficiency in data entry operations. Skilled in office management and adept in AutoCAD 2D and 3D design. Committed to delivering excellence in all endeavors, with a focus on continuous learning and professional growth. Excellent communication and interpersonal skills, with the ability to thrive in collaborative environments. Proven track record of meeting deadlines and exceeding expectations in fast-paced work settings.

STRENGTH & CAPABILITIES

- Strong mathematical foundation with academic excellence in mathematics.
- Experienced teacher with the ability to convey complex concepts effectively.
- Proficient in data entry operations with attention to detail.
- Skilled in office management, ensuring smooth administrative processes.
- Adept in AutoCAD 2D and 3D design software.
- Excellent communication skills for effective interaction with diverse stakeholders.
- Ability to thrive in collaborative team environments.

CONTACT

- +966539029712
- mozzamjutt206@gmail.com
- Faisalabad, Pakistan

PROFESSIONAL SKILLS

- ✓ Mathematics
- ✓ Teaching
- ✓ Data Entry
- ✓ Office Management
- ✓ AutoCAD
- ✓ Communication
- ✓ Problem-solving
- ✓ Curriculum Development
- ✓ Multitasking
- ✓ Time Management
- ✓ Analytical Thinking
- ✓ Customer Service
- ✓ Database Management
- ✓ Adaptability
- ✓ Interpersonal Skills
- ✓ Detail-Oriented
- ✓ Teamwork
- ✓ Time Management

PROFESSIONAL EXPERIENCE

Data Entry Operator

01/01/2023 to 04/03/2024

- Entered and verified data accurately and efficiently into designated systems.
- Maintained data integrity by conducting regular audits and quality checks.
- Compiled, sorted, and organized data to facilitate analysis and reporting.
- Assisted in the development and implementation of data entry procedures and guidelines.
- Responded promptly to data-related inquiries and requests from internal stakeholders.
- Collaborated with team members to ensure timely completion of data entry tasks.
- Identified and resolved discrepancies or errors in data entry processes.
- Maintained confidentiality & security of sensitive information in accordance with company policies

Teacher

1 Jan2020 and 1 Jan 2024

Private Institute

- Prepared and delivered engaging lesson plans tailored to students' learning needs.
- Provided individualized assistance to students to enhance understanding of subject matter.
- Conducted regular assessments to monitor student progress and identify areas for improvement.
- Maintained a positive and inclusive classroom environment conducive to learning.
- Collaborated with colleagues to develop curriculum materials and teaching strategies.
- Communicated effectively with parents to discuss student performance and address concerns.
- Participated in professional development activities to stay updated on best teaching practices.
- Utilized technology and multimedia resources to enhance teaching and learning experiences.

ACADEMIC QUALIFICATION

- ❖ **Bachelor of Science in Mathematics** 2021
GC University Faisalabad
- ❖ **Intermediate (Pre-Engineering)** 2017
College
- ❖ **Intermediate (Pre-Engineering)** 2015
School

PROJECTS

Office Management

- Year of Completion: 2023

AutoCAD 2D and 3D.

EXPERTISE

- Proficient in Microsoft Office suite, including Word, Excel, and PowerPoint, for documentation and presentations.
- Strong analytical skills with the ability to interpret and analyze complex data sets effectively.
- Excellent organizational abilities, with a keen eye for detail and accuracy in all tasks.
- Skilled in time management, prioritization, and multitasking to meet deadlines efficiently.
- Effective problem-solving skills with the ability to identify issues and implement practical solutions.
- Solid understanding of educational principles and pedagogical techniques for effective teaching.
- Familiarity with curriculum development and instructional design methodologies.
- Knowledgeable in database management and data analysis tools for information processing.
- Experienced in customer service, with a focus on delivering exceptional service and support.
- Proficient in English and Urdu languages, both written and verbal, for effective communication.
- Strong interpersonal skills with the ability to collaborate and work well in team environments.
- Detail-oriented approach to tasks, ensuring thoroughness and accuracy in all aspects.
- Adaptable and flexible mindset, capable of thriving in diverse work environments.
- Commitment to continuous learning and professional development to stay updated with industry trends.
- Ability to work under pressure and handle challenging situations with resilience and composure.

PERSONAL INFORMATION

- Date of Birth : 04/01/1998
- Father's Name : Nazir Ahmad
- CNIC No. : 33104-7296856-1
- Nationality : Pakistani
- Religion : Islam
- Marital Status : Single
- Address : Chak No 206 RB Sialwala, Tehsil Jarraniwala, District Faisalabad, Pakistan.

LANGUAGES

- English
- Urdu

REFERENCES

- Will be furnished on demand.