

Muhammad Umair Zulfiqar



Address:

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Objective:

To pursue a professional, satisfying & challenging career that will broaden my experience as well as enhance my professional growth, I am looking for a dynamic position in the well reputed organization.

Education:

Degree Level	Degree/ Major	Passing Year	Name of Institute / Board	Marks / CGPA	Division / Grade
M.S/ M.Phil	MS (M.S)	2018	COMSATS University, Islamabad.	3.58 /4.0	A
Master	MPA (H.R.M)	2013	Govt. College University, Faisalabad.	3.84 /4.0	A
Bachelor	B.A (Economics, Islamic Studies)	2011	Bahauddin Zakariya University, Multan.	481 /800	1st
H.S.S.C	F.A (Humanities)	2009	B.I.S.E. Multan.	846 /1100	1st
S.S.C	Matriculation (Science)	2007	B.I.S.E. Lahore.	553 /850	1st

*MS Thesis Topic:

The Moderating Role of Social Support in the Relation between Stress and Life Satisfaction of University Students: A Case from Higher Educational Institutions of Pakistan

Experience(s):

02/07/2024 – To Present

- Serving as a **Lecturer-Human Resource Management**

Organization: University of Agriculture Faisalabad (UAF) Constituent College Burewala-Vehari.

Duties and Tasks:

- Lecture planning, preparation and research.
- Contact and teaching time with students.
- Checking and assessing students' work.
- Encouraging personal development via tutorial work.
- Invigilating examinations.
- Attending staff meetings.

17/10/2019–29/06/2024

- Served as a **Visiting Lecturer (HRM)**

Organization: PMAS-Arid Agriculture University JV Barani Institute of Sciences, Burewala-Campus.

Duties and Tasks:

- Lecture planning, preparation and research.
- Contact and teaching time with students.
- Checking and assessing students' work.
- Encouraging personal development via tutorial work.
- Invigilating examinations.

- Attending staff meetings.

07/11/2017–16/10/2019

- Worked as a **Customer Service Officer (CSO)**
- **Organization: MCB Bank Ltd.**
- **Duties and Tasks:**
 - Mange New to Bank accounts and providing proper guidance regarding to procedures and requirements to new/prospective customers.
 - Also responsible to cross sell various products offered by the Bank.
 - Interact with customers at the branch entrance / inquiring on their purpose of visit and guide them to the relevant desk accordingly for efficient service provision.
 - Resolve/reply the queries of the customers, maintain the customer complaints log book, continuous follow-ups and re-directing the customer to the concerned department for resolution of their queries to ensure the customer leaves the branch satisfied.

20/11/2017–20/05/2018 - Worked as a Research Assistant under the Project of Higher Education Commission (HEC).

- **Organization: COMSATS University Islamabad, Vehari Campus**
- **Duties and Tasks:**
 - Research related activities
 - Data collection and summarize results.
 - Perform literature reviews.
 - Conduct research and summarize findings.
 - Attend project meetings with supervisor and preparing progress reports.
- **6 Months** Internship under Government of Punjab Youth Development Program.
 - Learned and performed administrative tasks and performed HR functions in Overseas & E-Learning Department.
- **Organization: Allama Iqbal Open University, Islamabad.**

29/07/2013 to 09/09/2013 - Worked as an Intern in Human Resource Department for the period of 6 weeks.

- **Organization: Masood Textile Mills (Pvt.) Ltd, Faisalabad**
- Worked in HR department to perform and learn major HR functions and policies of the department.
- Survey conducted and data collection regarding employees training and development needs.

Trainings/ Certification:

- Attended certified SEO and freelancer courses by DigiSkills
- Oxford ELLT language certificate
- Attended and participated a **School Principal's** training of EFA School System by Punjab group of colleges Lahore.
- Attended one day workshop on **How to win a job** by Chartered Institute of Management Accountants (CIMA)

Projects:

- A Final Year Project on Masood Textile Mills Pvt. Ltd., Faisalabad.
- A Labour Union Project on SNGPL, Faisalabad.
- A Project on McDonald's, Faisalabad.
- A Project on Coca Cola Beverages, Faisalabad.

Scholarships/Awards:

- Successfully awarded PEEF Scholarship in Masters from CM Scholarship programs.

- Awarded Laptop from Prime Minister Laptop Schemes.

Research publication(s):

- Sajjad, M., Zulfiqar, M. U., Chani, M. I., Tariq, B., & Hussain, R. I. (2021). Influential Factors of Brand Extension among University Students: Case for Pakistan.

Communication Skills:

- Problem-solving attitude
- Responsibility, self-respect and self-reliance
- Strong referential values of fairness
- Ability to establish and maintain good working relations with people of different national and cultural backgrounds
- Ability to live and/or serve in hardship locations
- Good teaching and research skills
- Good command over MS Office, Windows, and Internet browsing

Organizational / managerial skills

- Managerial and administrative skills
- Creating and keeping deadlines.
- Goal setting and meeting goals.
- Decision making
- Team management.

Job-related skills

- Good communication and presentation skills
- Efficiency job related task and duties
- Creative and flexible (Regarding job, creating new plans & patterns)
- Problem solving.
- Initiative and enterprise.
- Planning and organizing.
- Having deep knowledge in Human Resource functions
- Self-management.

Personal Information:

Name: | **Muhammad Umair Zulfiqar**
Father's Name: | **Zulfiqar Ahmad**
D.O.B: | **February 05, 1992**
C.N.I.C | **36601-2179626-7**
Nationality: | **Pakistani**
Marital Status: | **Unmarried**
Religion: | **Islam**

Languages: English, Urdu, Punjabi

Interests:

- Play cricket and football
- Social welfare activities
- Cooking and hoteling
- Reading books and newspaper

Reference:

- Will be furnished on demand.