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EDUCATIONAL QUALIFICATIONS

M.A. in Urdu Literature (Distance Learning) from Maulana Azad National Urdu University, Hyderabad. A central University Established by an act of Parliament in 1998: (2008-2010)

- Advance study about the modern Urdu Literature at the time of Mughals in India
- Comparison between modern Urdu Literature and Ancient Literature
- Modern study on history of Urdu Language and Literature
- Life and personalities of Poets of Urdu in India

MBA (Distance Learning) with Human Resource Specialization from Vinayaka Missions University, Declared under section 3 of UGC act 1956: (2007-2009).

- HRO stands for Human Resource Outsourcing. He is getting outsourced to third party provides who can bring in the benefits of knowing the domain
- HR is an activity; it comprises of a group of activities, which include payroll management, training staffing benefits planning risk management, compensation consulting etc.
- In the US context, HR outsourcing is a huge area. For instance, nearly about 29-30 percent of the outsourcing space in HR
- A Human Resource (HR) department is critical component in any business, no small it is
- Today, HR Outsourcing goes beyond just handling pay roll and benefits

PGDBA (Distance Learning) from Vinayaka Missions University, Declared under section 3 of UGC act 1956: (2006-2007)

- Business Organization, Business Administration and Management
- Finance Management, Office Administration
- Financial & Management Accounting

Graduation: B.A. in Urdu (Distance Learning) from Maulana Azad National Urdu University, Hyderabad. A central University Established by an act of Parliament in 1998: (2001-2004)

- Urdu and Hindi, English, Science & Technology and Social Studies
- Urdu Literature, Political Science, and Economics

Graduation: (Full Time) Bachelor in Islamic Sciences & Arabic Language and Literature (**ALIM**) from Darul Uloom Nadwatul-Ulama, Lucknow, India (1995-2000)

- Which consists of Islamic theology and Arabic Language & Literature, Modern subjects, and Foreign Languages
- Islamic Jurisprudence and the history of Islam
- Life of the Last Prophet of Islam and the history of his companions
- Research, Analysis & Verification of Hadith-A Compilation of teachings of Prophet of Islam
- Method of the recitation of the Quran (Tajweed and Tarteel, Proper Accent and Phonetic)

Madhyama: Equivalent to Intermediate from Hindi Sahitya Sammelan, Prayag, Allahabad, India 1993.

Prathima: Equivalent to Matriculation (10th) from Hindi Shaitya Sammelan, Prayag, Allahabad, India 1992.

SPECIALTIES

- Ability to work independently as well as within a team
- Good communication and interpersonal skills
- Ability to learn quickly and adapt
- Well versed with people soft
- Good teamwork skills
- Decision Making
- Leadership

PROFESSIONAL EXPERIENCE

LUCKNOW PUBLIC MONTESSORI SCHOOL – Lucknow, India: February 2016 till date.

- Still working as a Teacher in English elementary and intermediate level
- Interpersonal and communication skills have allowed developing productivity working relationships with the students and teachers
- Develop lessons plans and instructional materials and provide individualized and small group instruction order to adapt curriculum needs of each student.
- Have an ability to create an environment to open good networks with the University, College and school can work on my own introductory act and in team.

NOBLE PUBLIC SCHOOL – Lucknow, India: 2013-2015

- Worked as a Teacher of English Primary, elementary and intermediate level
- Created a class environment favorable to learning and personal growth
- Established effective rapport with student
- Motivated students to develop skills
- Used a variety of instruction strategies, such as inquiry, group discussion, lecture, discovery, etc. Translated lessons plans into learning experience so as to best utilize the available time for instruction, and established and maintained standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Communicated with parents through conferences and other means to discuss student's progress and interpret the school program.

INSTITUTE OF EDUCATION AND RESEARCH (Authorised Study Centre Vinayaka Missions University) Lucknow, India: 2011-2013

- Worked as an Office Administrator for Institute of Education and Research in Lucknow. To maintain day-to-day mailing list, all the needs of institute and responsible for office correspondence.
- Worked efficiently with all levels of the organization.
- Reviewed and answered correspondence.
- Supervised and coordinated activities of staff.
- Ability to organize personal work priorities.
- Excellent organizational skills.
- Expert in handling office equipment.
- Able to manage stress timely and effectively.

- Flexible in working hours.

MADRASA HEDAYAT-UL-ULOOM (Islamic Institution) Bahraich, India: 2007- 2011

- Worked as an Instructor for Arabic, Islamic Studies and Urdu primary elementary and intermediate level.
- Best knowledge of the School and Madrasah System and teaching experience.
- Successfully mentored students for admission in institutes of higher learning such as Ummul Qurah, Al Azhar.
- Two years of Imam experience at Masjid Hedayat-UL-Uloom.

RESEARCH Lucknow, India: 2006-2007

- Project on Outsourcing Human Functions as a Business Mode deals with the emerging trends of HRO
- Contribution of Urdu Poets to promote Urdu Language and Literature in the British India

**TECHNICAL
QUALIFICATIONS**

- Computer Skills - Certificate in Computer Course from STG, Lucknow in August 2001
Conversant with MS-Office, Scanning, Writing, Internet E-mail etc
- Certificate in English Typewriting 45 wpm
- Arabic typing speed 30 wpm

LANGUAGES

- Urdu, native fluency in reading, writing and speaking, equal to that in English
- Hindi, native fluency in reading, writing and speaking, equal to that in English
- Arabic, fluency in reading, writing and speaking, equal to that in English

PERSONAL PORFILE

- Father's Name: Mohd Atiq
- Date of Birth: 11/06/1978
- Marital status: Married
- Health: Good
- PASSPORT #: **N7005823** valid until January 18, 2026

EXTRA CURRICULAR ACTIVITIES:

- Reading, Swimming & Traveling