

**MOHAMMAD ZULQUARNAIN**  
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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. Hyderabad, India in 2010 with first division.

- 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. Salem, Tamil Nadu, India in 2009 with first division.

- 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. Salem, Tamil Nadu, India in 2007 with first division.

- 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. Hyderabad, India in 2004 with first division.

- 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. Lucknow, India in 2000 with first division.

- This 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. Allahabad, India in 1993 with second division.

**PRATHIMA:** Equivalent to Matriculation (10<sup>th</sup>) from Hindi Shaitya Sammelan, Prayag, Allahabad. Allahabad, India in 1992 with second division.

## **SPECIALTIES**

- Ability to work independently as well as within a team
- Good communication and interpersonal skills
- An understanding of and respect for the Muslim faith
- An understanding and respect for diversity
- Ability to learn quickly and adapt
- Well versed with People Soft
- Good teamwork skills
- Decision Making
- Leadership

## **PROFESSIONAL EXPERIENCE**

**LUCKNOW DEGREE COLLEGE** – Lucknow, February 16, 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, 2013-2015.

- Worked as a Teacher in English Primary and elementary 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 Center Vinayaka Missions University, Lucknow, 2012-2013.

- 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, Quran and Islamic Studies aprimary elementary and intermediate level.
- Interpersonal and communication skills have allowed developing productivity working relationships with the students and teachers.
- Have an ability to create an environment to open good networks with the Mosque, Madrasa and college can work on my own introductory act and in team.
- Experienced of working with the Muslim community, particularly Muslim youth, in teaching, mentorship, guidance or advisory roles.
- Knowledge of and sensitivity to the breadth of the Islamic tradition
- Empathetic, with excellent listening skills
- A thorough working knowledge of Islamic theology
- Knowledge of all aspects of Islamic teaching
- Successfully mentored students for admission in institutes of higher learning such as Ummul Qurah, Al Azhar.
- Three years of Imam experience at Masjid Hedayat-UL-Uloom.

**TECHNICAL  
QUALIFICATIONS**

- Computer Skills - Certificate in Computer Course from STG, Lucknow in August 2001, conversant with MS-Office, Internet E-mail etc.
- Certificate in English Typewriting 40 wpm.
- Arabic typing speed 35 wpm.

**RESEARCH**

Lucknow 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.

**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 PROFILE**

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