



Azm Qayyum

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ABOUT ME

"I am a committed candidate with a diverse educational background that includes a Master of Science (M.Sc.) in Sociology, a Master of Education (M.Ed.) in Special Education, and a Bachelor of Education (B.Ed.) in Education. In addition, I have over 10 years of experience as a Computer/Data Entry Operator, Teacher, and Trainer. I am seeking a career-oriented position in a reputable organization where I can effectively utilize my knowledge and skills. I am hopeful to be recognized for my abilities and provided with opportunities for career development."

WORK EXPERIENCE

Office Assistant/Data Entry Operator

Jaffer Composing & I.T Center (Pvt. Ltd) [07/01/2011 – Current]

City: Multan

Country: Pakistan

Website: www.bzu.edu.pk

Email address: m.jaffarbzu@gmail.com

Name of unit or department: Jaffer Composing Center Opposite (Social Sciences Department) - Business or sector: Education

I have 10+ years of experience as a Computer Operator/Office Assistant, managing data entry, typing, composing, and document handling in both physical and digital formats. I excel in maintaining accurate records and handling confidential information with discretion. I am also adept at maintaining and troubleshooting office equipment to ensure seamless operations.

Tutor

Allama Iqbal Open University [01/03/2020 – Current]

City: Islamabad

Country: Pakistan

Website: www.aiou.edu.pk

Email address: support@aiou.edu.pk

Name of unit or department: Allama Iqbal Open University, Islamabad - Business or sector: Education

For the last five years, I have been associated with Allama Iqbal Open University in Islamabad, Pakistan as a Teacher/Trainer for Bachelor's and Associate Degree Programs in Sociology, Education, Special Education, and Computer Studies.

Visiting Lecturer

Paktech Education System [15/02/2018 – 15/02/2020]

City: Multan

Country: Pakistan

Website: www.paktech.edu.pk

Email address: paktech.edu@gmail.com

Name of unit or department: Social Sciences - **Business or sector:** Education

For over 02 years, I have taught Sociology/Education and Computer Studies at the Paktech Education System in Multan, Pakistan.

Visiting Lecturer

Kaims International Institute [01/03/2015 – 30/10/2020]

City: Multan

Country: Pakistan

Website: <https://kaims.edu.pk/>

Email address: kaims.edu@gmail.com

Name of unit or department: Social Sciences - **Business or sector:** Education

For five years, I have been a Lecturer of BS Sociology at Kaims International Institute in Multan, Pakistan.

EDUCATION AND TRAINING

Master Of Education (M.Ed) in Special Education

Allama Iqbal Open University [16/07/2019 – 30/07/2021]

City: Islamabad

Country: Pakistan

Website: www.aiou.edu.pk

Bachelor Of Education (B.Ed) in Education

University Of Sargodha [05/07/2016 – 02/04/2018]

City: Sargodha

Country: Pakistan

Website: www.su.edu.pk

Master Of Science (M.Sc) in Sociology

Bahauddin Zakariya University [07/01/2011 – 02/05/2014]

City: Multan

Country: Pakistan

Website: www.bzu.edu.pk

LANGUAGE SKILLS

Mother tongue(s): **Urdu**

Other language(s):

English

LISTENING C1 READING C1 WRITING C2

SPOKEN PRODUCTION C1 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / Analytical and Research / Audio typing / Amharic and English Typing, Internet and YouTube Browser / Data Collection, Data Entry, and data Analysis Softwares / Proficient at touch typing / Proficiency in Microsoft Office: Word, Excel, and PowerPoint

DRIVING LICENCE

Driving Licence: A 13/11/2013 – 06/07/2028

Driving Licence: B 13/11/2013 – 06/07/2028

CONFERENCES AND SEMINARS

Employability Skills and Civic Education Training

[Multan, Pakistan, 01/10/2014 – 30/11/2014]

I attended Employability Skills and Civic Education Training under the project that develops employability skills among educated youth, in collaboration with CPDI and Umeed-E-Jawan.

HONOURS AND AWARDS

Outstanding Performance Award (Children with special needs)

Allama Iqbal Open University [30/07/2021]

I received an Outstanding Performance Award working with children with special needs, including those who were visually impaired (V.I), hearing impaired (H.I), physically handicapped (P.D), or mentally retarded (M.R).

HOBBIES AND INTERESTS

Traveling, Reading, Writing, Cricket, Badminton

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