



MUHAMMAD UMER

Career Objective

To acquire a challenging position in a dynamic and growing organization, where my educational qualification, skills and experience can be best utilized.

Education

- MA English
2020 - 2022

Government College University Faislabad

English Language and Literature.
- MA Political Science
2016 - 2018

University of the Punjab Lahore

Masters in Political Science.
- LLB
2012 - 2015

University Law College, University of the Punjab
Lahore

Field of Law at Bachelor level

Experience and Expertise

- Admission Officer | Office Assistant (PA to Principal)

Punjab group of colleges, Sialkot (Sep 2019 - Sep 2023)

Roles and Responsibilities:

- Greet Visitors:** Offer a warm welcome to all visitors, ensuring a positive first impression of the institution.
- Manage Inquiries:** Answer phone calls and emails, providing accurate information about admission processes and requirements.
- Schedule Appointments:** Coordinate meeting times between prospective students and admission counselors or relevant departments.
- Update Records:** Maintain and update applicant databases, ensuring all information is current and accurate.
- Manage Schedules:** Organize the Principal's daily and long-term calendar, scheduling appointments, meetings, and events.
- Communication Handling:** Screen and direct calls, emails, ensuring timely responses and prioritizing urgent matters.
- Document Management:** Prepare, proofread, and organize important documents, reports, and correspondence for the principal.
- Meeting Preparation:** Coordinate logistics for meetings, including sending invitations, arranging venues, and compiling necessary materials.
- General Assistance:** Perform daily administrative tasks like filing, photocopying, and maintaining office supplies, while assisting the principal in any ad-hoc duties.

CONTACT

- Phone:

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- Email:

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- Current Address:

Dubai, United Arab Emirates

Technical Skills

- Microsoft Word
- Microsoft Excel
- EMS (Education Management System)
- LMS (Learning Management System)

LANGUAGES

- English (Professional)
- Urdu (Native)

○ Academic Coordinator | School Counselor

The Educators School, Pasrur (March 2016 - September 2019)

Roles and Responsibilities:

- **Guidance:** Provide counseling to students on personal, academic, discipline and career-related matters.
- **Academic Oversight:** Monitor and evaluate academic progress, tests evaluation, ensuring students meet educational objectives.
- **Resource Coordination:** Link students with relevant academic resources, career support, values and support services.
- **Program Planning:** Assist in curriculum development, scheduling, and academic event organization.
- **Stakeholder Collaboration:** Liaise between students, parents, and faculty to foster holistic student development.
- **Career Guidance:** Assist students in understanding their strengths and interests, and guide them towards future educational and career paths.

○ Visiting Lecturer in Law

Institute of commerce and law, Pasrur (March 2015 - September 2023)

○ Visiting Lecturer in Social Science

Superior group of colleges, Pasrur (Oct 2015 - May 2019)