

Curriculum Vitae



MUHAMMAD SHABAN

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About Me:

I am a research oriented, farsighted, visionary person, who always strive for the best. Learning is my passion, working hard is my habit and dedication is my belief. Research related to education and educational management is my main focus. I am sure that I will always be considered as one of the assets for any international educational organization.

Objective:

Want to work in a highly challenging competitive and grooming atmosphere where my professional skills & abilities could flourish. I have positive optimistic and constructive outlook.

Academic Qualification

Ph.D. (Special Education) (2015-2019), Department of Special Education, AIOU, Thesis Submitted.

MPhil Special Education (2006-2012), University of Punjab, Special Education Department

M.A Education, (2003-2005), IER University of the Punjab, Lahore

Professional Qualification

Master In Special Education (Hearing Impairment) (2004-2005),
Government College University, Faisalabad

Bachelor In Education (1989),
University of the Punjab, Lahore

Diploma in MS-Office (2007),
Department of Mathematics, University of the Punjab, Lahore

Achievements

- ☑ British Council Pakistan appointed me **Resource person for BETS** programme launch in Lahore with the collaboration of Directorate of Staff Development Punjab, Lahore, Government of the Punjab.
- ☑ One of the clusters under my supervision awarded which is recognize International from the platform of British Council in Sheikhpura District.
- ☑ Directorate of Staff Development (DSD) Punjab issued an appreciation letter for the untiring efforts to conduct and smooth execution of training and ensure the quality training at district level.
- ☑ Directorate of Staff Development (DSD) issued an appreciation letter for the untiring efforts to conduct and smooth execution of training and ensure the quality training at district level.
- ☑ Appointed by the Secretary School Education Department Government of the Punjab as Principal Govt. High School Nathuwala District Nankana and presented the honorary shield for the best working in the Continuous Professional Development Programme (CPD) launched under the umbrella of Directorate of Staff Development Punjab, Lahore in May 2017.
- ☑ Doctoral Programme Co-ordination Committee of the University of the Punjab, Lahore awarded me the Performance scholarship for the “M.Phil. Leading to PhD” Programme in the Department of Special Education for the session 2006-2011.
- ☑ Association for Academic Quality (AFAQ) awarded me the honorary certificate for the successful participation in the competition for “LESSON PLANNING” held in Fortress Stadium in 2009.
- ☑ I was appointed as Certified Master Trainer for the subject of English for the Cluster Based Training for the Private School Teachers for the Lahore Region in 2009.
- ☑ Punjab Education Foundation (PEF) appointed as a certified Master Trainer and Test Administrated for the private sector Cluster Based Teacher Training throughout the Punjab 2016.

Publications

1. Aftab, M. J., Mehmood, T., & Muhammad Shaban,. (2017). Validation of Screening Checklist for Learning Difficulties in Mathematics. Bulletin of Education & Research, 39, 119- 126.
2. Adeel L.M. Muhammad Shaban. (2018). Analysis of schools to community transition experiences of visually impaired employed adults. Acad. J. Educ. Res. 6(7): 179-185.

Unpublished Research Papers (In process of publication)

1. Prevalence of students with learning difficulties in Geometry at primary level in Punjab
2. Prevalence of students with learning difficulties in Basic Operators in Mathematics at primary level in Punjab
3. Prevalence of students with learning difficulties in Algebra at elementary level in Punjab
4. Prevalence of slow learners in public sector schools at primary level in Punjab

Information Technology Skills

I have good computer skills for the following Microsoft Word, Microsoft Excel, Microsoft Power Point, and to operate different software.

- ✓ **MS Excel** skills included utilizing, data sorting, data filtering, development of data sheet, proforma development, report compiling, maintain a large worksheet, work with multiple worksheet, advance charts skills, work with data, documents & audit a worksheet, and printing options.
- ✓ **MS Word** skills included work with document sections, form & fields, large document,

manage documents revisions & comments, format tables, work with columns, use graphics, use document templates and work with styles. It also included format characters and paragraphs, modify page layout, printing and publishing documents, and correcting documents.

- ✓ **MS Power Point** includes incorporate audio & video in presentation, use template and themes, incorporate content from other programme, create an interactive presentation, use animations in a presentation, print or export a presentation, format a presentation, and construct chart in presentation.
- ✓ I have good experience of conducted the online workshop for the far furlong areas from the plate form of British Council.

Employment Summary

I have more than 15 years full time experience of management and logistic services for international agencies like UNESCO, UNICEF and NCHD Pakistan Chapter.

Worked as Deputy District Education Officer at District Nankana Sahib.

Worked as Principal at University of Education Faisalabad Campus.

University of Education, Lower Mall Campus, Lahore

Recently I am working as Lecturer (BS-18) in the field of Education in the University of Education, Faisalabad Campus, Faisalabad.

Quaid-e-Azam Academy for Educational Development Punjab

I worked as senior Subject specialist Education in Govt. of the Punjab Education Department.

Teaching in Higher Education

I taught the course “Curriculum Development for Children with Special Needs, FALL, 2017-2018 SEMESTER (202658), to M.A Special Education at Government College University Faisalabad.

I taught the course “Educational Psychology”, FALL, 2017-2018 SEMESTER (200239) to B.Ed at Government College University Faisalabad.

I taught the course “Computer Application In Education” to M.Phil. Education at Global Institute Feroz Pur Road Campus, Lahore.

I taught the course “Training & Development in Organization” to M.Phil. Education at Global Institute Feroz Pur Road Campus, Lahore.

I also taught the Course “Computer Application In Education” to M.Phil. Education at National College of Business Administration & Economics, Badian Road Campus, Lahore,

I also have the experienced of the teaching of the degree classes as:

I taught the Numerical Analysis to BCS at the NK-FACT (49-G, Model Town, Lahore) the Study Centre of Allama Iqbal Open University, Islamabad.

I taught the Mathematical Economics and Advance Mathematics in Economics to M.A Economics at Al-Moeed College for the two years.

Activities and Interest

- ➡ Reading Different Books
- ➡ Research on Teaching Methodologies & Techniques.
- ➡ Development of power point presentation related to my job, training and teaching

- Research on Influencing Ways of Teaching Programmes.
- Study about the Latest Research & Developments in the Field of Teaching.
- Increase Knowledge and presentation skills through reading and surfing.
- Improve written and spoken English
- Attend educational conferences/workshops
- Share experience of successful professionals
- Developing worksheet for Mathematics Students
- Internet Surfing

Workshops

I have attended the following workshops and training i.e.

- √ One-Month Extensive Training March 2013 for Managing Educational Institutions as Teacher Educator (BS-17) regarding the implementation of CPD Framework at Directorate of Staff Development (DSD), Wahdat Road, Lahore, Govt. of Punjab.
- √ One-day training workshop was arranged by the Psychology Department, Government College University Lahore entitled “Data Analysis”.
- √ One Day training March 2014 on Mentoring Visit Form (MVF) at Directorate of Staff Development Punjab, Wahdat Road, Lahore
- √ Three days training in March 2015 on the newly developed curriculum of Grade_1 for the subject of Mathematics & English at Directorate of Staff Development Punjab, Wahdat Road, Lahore
- √ Two days training on the newly developed curriculum pedagogical techniques July 2015 at Directorate of Staff Development Punjab, Wahdat Road, Lahore
- √ Three Days Training August 2015 at Directorate of Staff Development Punjab, Wahdat Road on the CTSC File Training Management, Managing Resources, maximum output with the least resources etc.
- √ One-day training entitled “Connecting Classroom” arranged by the British Council Pakistan with collaboration of Directorate of Staff Development Punjab, Lahore.
- √ One-day workshop on the Challenges in the implementation in inclusive education in Punjab arranged by the Rising Sun Institute For the Children With Mental Retardation.
- √ One-day training workshop arranged by the USAID entitled “Development and Submission of Project” to USAID.
- √ One-day training workshop arranged by the Ali Jafari Trust Wazirabad (Gujranwala) entitled “How to become more productive”
- √ One-day training workshop arranged by the Ali Jafari Trust Wazirabad (Gujranwala) entitled “Time Management”
- √ Classroom management
- √ Communication skills

Personal Profile

Father’s Name: Muhammad Amin

N.I.C Number: 35404-3415829-9

Date of Birth: June 25, 1966.

Nationality: Pakistani

Religious: Islam

Blood Group: O (Positive)

Permanent District: Sheikhpura (Punjab)

Marital Status: Married

References:

Professor Dr. Tariq Mehmood Ch,

Institute of Education & Research, University of the Punjab, Quaid e Azam Campus, Lahore,
Contact: 0300-9434380, 0321-9434380, Email: tariqch@dr.com

Professor Dr. Muhammad Aslam,

Department of English Language Teaching, Institute of Education & Research, University of
the Punjab, Quaid e Azam Campus, Lahore, Contact: 0322-4191400, Email: maslam.pu@yahoo.com