

MUHAMMAD NAVEED AKHTAR



1st Floor House No: 186, Street: 09
Nisar Colony, Hajwari Road, Faisalabad
Cell #: +92-346-4800372
Email:naveedhashmi78@gmail.com

OBJECTIVE:

To work in an effective and progressive work environment for contributing to the value of the organization and also for exposing, polishing and enhancing my own potential.

EDUCATION:

- **Matric**, 2nd Division, Board of Intermediate & Secondary Education, Lahore
- **F.A**, 2nd Division, Board of Intermediate & Secondary Education, Lahore
- **B.A**, 2nd Division, University of the Punjab
- **M.A. ELM (Master in Educational Leadership and Management)** 2nd Division, University of Education, Lahore
- **MPhil ELM (Master of Philosophy in Educational Leadership and Management)** 1st Division, University of Management & Technology, Lahore (UMT)
- **PhD Management Sciences** (Working on Thesis) 1st Division, National Textile University Faisalabad (NTU)

INTEREST:

- Book Reading (Literature, History & Religion) Tourism, National & International News Reading, Motivational Speaker, Active part of social media, Video making for Face Book (Pathway to achievements) YouTube, (ZOOQ TV-Naveed Akhtar Hashmi.)

EXPERIENCE:

- Worked as Administrative Officer in The Sublime College Okara from 10-12-2013 to 10-05-2015
- Worked as Vice Principal in Aims Cambridge System Okara from 15-06-2015 to 04-03-2016
- Worked as an Instructor of Spoken English classes from 2013 to 2016 In COTHM OKARA
- Present Job: Administrative Officer in University of Education, Lahore since 10 March 2016 and on 18 January 2022 Transferred into University of Education, Faisalabad Campus

Certifications:

- CERTIFICATE OF OFFICE MANAGEMENT 2002 Pak AL -FLAH INFORMAMATICS OKARA
- CERTIFICATE OF SPOKEN ENGLISH COURSE 2004 CHICAGO ACADEMY OKARA
- CERTIFICATE OF COMPUTER EDUCATION IN GRAGHICS 2006 INSTITUTE OF MANAGEMENT & TECHNOLOGY OKARA

- CERTIFICATE OF PARTICIPATION PERSONALTY DEVELOPMENT WORKSHOP 2012
UNIVERSITY OF EDUCATION LAHORE 2012
- CERTIFICATE OF CAPACITY BUILDING WORKSHOP -WRITING & DRAFTING IN ENGLISH 2020
UNIVERSITY OF EDUCATION LAHORE
- CERTIFICATE OF ATTENDING THE CONSULTIVE WORKSHOP 2021 PUNJAB REVENUE
AUTHORITY LAHORE
- GRADUATE OF ASSESSMENT TEST 2015 NATIONAL TESTING SERVICE PAKISTAN
- Certificate of Appreciation on recognition of Exceptional Dedication and Services for
University of Education Faisalabad Campus . Dated 15-05-2025

Publications:

- Research Paper 1: An analysis of English oral communication skills after successful transition from primary to elementary level. https://gesrjournal.com/article/an-analysis-of-english-oral-communication-skills-after-successful-transition-from-primary-to-elementary-level?fbclid=IwAR011TIW9Jx5Rk0uG_HGw4ptLiSPFNKSgAPHbIt2oURaXHS5SKKHQIzOJ7M
- Research Paper 2- impact of ethnic politics and exploitation an analysis of ice candy man and meatless days. <https://glrjournal.com/article/impact-of-ethnic-politics-and-exploitation-an-analysis-of-icecandy-man-and-meatless-days?fbclid=IwAR3T7nx-0AgHTTJ44l0yLTUBwGx269aIA-oARiaTLmiZm2tS1w5QwNZF9d4>
- Conference Paper 1 : Strategic Leadership for Responsible AI Adoption: Balancing Innovation, Ethics, and Sustainability Abstract Id: OHSSBP-2024-HRMTD-075
International Conference on Occupational Health & Safety and Sustainable Business Practices (OHS-SBP) 20th August 2024 held in Kohsar University Murree, Pakistan

LANGUAGES:

- **Urdu, English & Punjabi**
 - Can Speak and Write English well

PERSONAL INFORMATION:

- Date of Birth 01-06-1978
- NIC # 35302-4314709-9
- Domicile Okara (Punjab)
- Religion Islam
- Marital Status Married
- Nationality Pakistani
- Permanent Residence: House No. 306, Street No. 02 Near Children Park Samad Pura
Okara