

CURRICULUM VITAE (RESUME')



Dr. Khanzada Muhammad Waqar **Religious Studies-Cum- English Faculty- Cum-Sales Executive**

Department of Seerat Studies/ Islamic Studies), University of Peshawar

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Personal Summary

An experienced, efficient and useful faculty with over 17years of experience in providing the vision and leadership required to ensure a high quality of education for pupils. Having a proven track record of successfully managing resources and materials to improve educational services and standards, I am thereby providing students and learners with the best, appropriate and healthy environment to achieve their full potential.

Possessing the required enthusiasm, vision, desire, ambition and adaptability to manage and serve a decent college, an institute or a university, I am currently looking for a key position to make a bright future in an esteemed institution or organization which could further flourish, enhance and utilize my inbuilt abilities, take the best out of me in such a way that makes me proud of myself and a symbol of pride for my institution and nation.

Career History

Department of Seerat Studies, University of Peshawar

(Lecturer, August 2024 till date)

Duties/ Responsibilities:

- Member of Relevance Assessment Committee, UoP
- Member of Board of Studies for Curriculum Design and Review
- Recently Designed B.S Curriculum for Seerat Studies
- Teaching & Supervision of MPhil/ Ph. D scholars
- Admission Assistance, Research Counselling and Guidance

Department of Islamiyat, University of Peshawar

(Lecturer, Feb 2023 till Aug 2024)

Duties/ Responsibilities:

- Teaching BS, M.A, M. Phil level students
- Admission Assistance, Research Counselling and Guidance

University College for Boys, University of Peshawar

(Lecturer-cum-Admission Coordinator-cum-Sports In charge)
September, 2010-2023

- Working in partnership with students, staff, colleagues, parents, the Principal and the local community to develop a rich, creative and healthy environment which meets the learning needs of all children

Duties/ Responsibilities:

- Involved in the selection of all students coming on merit.

- Monitoring the entire admission process to be transparent and smooth.
- Keeping in regular contact with the parents, local community to promote the colleges' ethos and ensure a good relationship.
- Maintaining the discipline in order.
- Constantly encouraging new strategies, techniques & methodology in teaching in the context of national initiatives.
- Setting appropriate targets for the improvement of college performance on both academic and sports levels.
- Performing stage duties as host in multiple functions & activities.

KN Academy (O & A-levels) - Karachi

English Teacher--cum-House Master

September, 2008-September, 2010

- Provided professional leadership and skillful teaching for the school. Strove hard to promote the aims of the school through sincere efforts.
- Involved in the day to day running of the school.

Duties/ Responsibilities:

- Reported to the coordinator, the Principal and the Director on key issues.
- Focused on pupils psychological and mental grooming through counseling.
- Main focus was on the mental attitude of the boarders, telling their shortcomings and then rectifying.
- Encouraged good and sound behavior in students.
- Focused on keeping English spoken environment within the school and hostel premises.
- Arranged PTMs for parents in order to give due and proper information regarding their children progress.
- Prepared students for declamation contests and speech competitions.
- Promoted self-discipline and regard for authorities.

Jamia Umer (Islamic University) – Karachi

English Teacher

November, 2006-August, 2008

Provided skilled teaching in theology and Basics of English language as L2.grammar

Duties/ Responsibilities:

- Worked on the task to bridge the gap between religion and learning of English language by arranging language classes for clerics.
- Helping the pioneers to develop and produce sound curriculum for the beginners of English language as L2.

Being a Visiting Faculty:

- At FAST University session 2020-21
- Taught English Language at the Dept. of Zoology session 2018-19
- Taught English Language at the Dept. of Psychology from 2018 till 2020.
- Taught English Language at the Dept. of Zoology session 2018-2022

Academic Qualification:

- Ph. D in Islamic Studies (SZIC, UoP, Pakistan. 2024)
- Masters in English (Literature& Applied Linguistics) NUML 2012-13
- Masters in Islamic Studies University of Peshawar 2010

- Masters in Arabic & Islamic Studies(Equivalence/ Shahadat-ul-Alimiya from Jamia Dar-ul-Uloom Karachi) 2006
- Graduation in Islamic studies & Economics University of Peshawar 2008

Key Strengths:

- Decision Making Ability, Self-Disciplined
- Adaptability, Flexibility
- Highly Motivation & Determinacy
- Goal Setting & Task Getting, Strategic Planning
- Great Inter-personal & Communication Skills
- Honesty, Sincerity, Dedication and Dutifulness

Professional: Business Entrepreneur for 04 years (2011-15)

Note: References are available on request.