

# Muhammad Shujaat Ali

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## Objective:

To be associated with a progressive organization that gives me a scope to utilize my abilities, knowledge and skill accordance with the latest and be a part of team that dynamically work towards growth of organization and gain satisfaction thereof.

## Skills & Knowledge:

- Excellent relationship building & dispute resolution skills.
- Demonstrated written & verbal communication skills.
- Certifications: MS Office, Computer Hardware.
- Platforms: Windows, Mac OS, iOS & Android.
- Applications: Freshdesk, Avast Antivirus, Norton Internet Security

## Academic Qualifications:

- Matriculation Science from Board of Secondary Education Multan
- Intermediate Science from Board of Intermediate Education Multan
- B. SC (Physics, Math) from BZU Main Campus
- M. SC (Physics) from BZU Main Campus

## Academic Certifications:

- Passed ACMA operational level from ICMAP Pakistan.
- 2Years excess English Microscholarship from American consulate Lahore.
- Passed IELTS with British Council Karachi.
- MS-Office (Word-Excel-PowerPoint)
- Internet , Email Outlook etc.

## Technical Skills:

- MS Office
- SQL,
- Word press
- SEO, Digital marketing
- Data analysis and Business Intelligence

## Work Experience:

### **Training Officer and Education Consultant – 15 March 2019 to 05 May 2020**

AI – Buraq Science School Multan

1 Year 2 months working experience with AI – Buraq Science School as a Training Officer & Education Consultant.

- Establish operation strategy & improving teaching techniques.
- Preparation data and information for making regular reports on weekly and monthly basis.

### **Physics Teacher – Admin – 05 January – 2021 to 11 Feb 2022**

Noukhez Public High School New Multan, Multan

- Teaching Science Subject Particularly Physics as a Major
- Establish operation strategy & improving teaching techniques.
- Preparation data and information for making regular reports on weekly and monthly basis.

### **Negotiation Officer – 15 Marach 2022 to Sep 2022**

Appedology Pvt Ltd – Karachi

- In-bound & out-bound email , fax and call
- Generating qualified leads
- Making strategies for promoting sales

## Reference:

Available on request.