



Muhammad Umar

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Address: Gharbi Chakar Tank, House#25, 29400, Tank, Pakistan (Home) |

Address: Srinagar Highway, G12 Islamabad, Service road, 45200, Islamabad, Pakistan (Work)

EDUCATION AND TRAINING

30/10/2017 – 10/08/2021 Multan, Pakistan

BS INTERNATIONAL RELATIONS Bahauddin Zakariya University, Multan, Pakistan

Website <https://www.bzu.edu.pk/>

Multan, Pakistan

CERTIFICATE OF PARTICIPATION Nawwa-e-Amn (Voice of Peace)

Website <https://hwrap.org/nawaa-e-amn/>

05/02/2018 – 06/02/2018 Multan, Pakistan

CERTIFICATE OF PARTICIPATION Ukaid

Website <https://www.lift-fund.org/en/uk-aid-british-people> |

Field of study Social sciences, journalism and information

Multan, Pakistan

ARTICLE WRITER Humsub

Website <http://www.humsub.com.pk/356177/umar-mehsood/>

Multan, Pakistan

ARTICLE FOR STUDENT RIGHTS Student Herald

Website https://thestudentsherald.com/2021/02/13/students-agitate-as-the-pmc-reduces-90-seats-reserved-for-ex-fata-balochistan-stfbclid=IwAR2bSnMCq_IUtZwwR8WHI4TuSqD0TYtKTfoi8XO0RwTt2i4mZT-7G5ipkH8_aem_AdSsH68si3S9nYLSnazsc_bMQAVCCZySHfWtHrXvWw

WORK EXPERIENCE

08/01/2021 – 01/02/2022 Dera Ismail Khan, Pakistan

ADMIN ASSISTANT KHYBER MEDICAL COMPLEX, DERA ISMAIL KHAN, KP, PAKISTAN

As an Administrative Assistant at the Khyber Medical Complex in Dera Ismail Khan, my role involves pivotal administrative support. I handle various clerical tasks, manage documentation, and assist in coordinating administrative activities. Additionally, I may support office operations, manage schedules, handle correspondence, and collaborate with different departments to ensure smooth workflow and efficient functioning within the complex. My responsibilities contribute to the effective organization and management of administrative tasks essential for the smooth operation of the medical facility.

05/02/2022 – 30/09/2022 Tank, Pakistan

TEACHER CAMBRIDGE PUBLIC HIGH SCHOOL TANK

In my tenure at Cambridge Public High School in Tank, I undertook the role of a catalyst for young minds. My journey echoed a symphony of teaching methodologies blended with mentorship, nurturing curious souls into confident learners. Every day was a canvas, where I painted knowledge with passion, fostering an

environment where intellect met creativity. Through engagement, I sculpted lessons that resonated beyond textbooks, aiming to ignite sparks of curiosity and instill lifelong learning in each student. It was a realm where I didn't just teach subjects; I sculpted futures.

01/11/2022 – 31/03/2023 Tank, Pakistan

TEACHER ZAM GOVERNER'S MODEL SCHOOL AND COLLEGE

As a primary school head teacher in Tank, Khyber Pakhtunkhwa, Pakistan, my role encompasses multifaceted responsibilities. I oversee the academic and administrative operations of the school, ensuring a conducive learning environment for both students and staff. My duties include curriculum development, teacher supervision, and ensuring adherence to educational standards. Additionally, I play a pivotal role in fostering a positive school culture, managing resources efficiently, and liaising with parents and the community to ensure the school's overall success and the students' academic growth.

01/08/2022 – 01/12/2022 Tank, Dera Ismail Khan, Pakistan

SOCIAL ACTIVITIES RELIEF WORK DURING FLOODS 2022 IN PAKISTAN

Pakistan has been hit by severe monsoon rains since mid-June 2022, causing the worst flooding in a decade, as reported by the National Disaster Management Authority. Over 33 million people have been affected by the floods, and more than 1 million houses have been destroyed or damaged. I led the efforts to provide relief to the flood victims in the flood-hit specifically Dera Ismail Khan and Tank districts in Khyber Pakhtunkhwa province. We provided rations and medical relief, with a particular focus on providing school supplies to students in the flood-affected areas.

01/05/2020 – CURRENT Tank, Pakistan

SOCIAL ACTIVITIES RELIEF WORK DURING HOLY MONTH OF RAMADAN

Over the past three years, my team and I have dedicated ourselves to a meaningful cause during the holy month of Ramadan. We have spearheaded a campaign providing essential food rations to those in need within our community. This initiative is made possible through the generosity of our known donors, whose support has been instrumental in our efforts. Together, we aim to bring comfort and sustenance to the less fortunate, ensuring they have the means to observe Ramadan with dignity and support.

25/11/2019 – 26/11/2021 Multan, Pakistan

ORGANIZER STUDENTS SOLIDARITY MARCH SOCIAL ACTIVITIES

The Students' Solidarity March is an annual protest in Pakistan where students demand the restoration of students' unions that were banned in the country in 1984 by a military dictator. They also demand an end to on-campus harassment and the digital divide that exists in Pakistan, among other issues.

10/10/2019 – 01/12/2020 Tank, Pakistan

VOLUNTEER WORKER ROTARACT CLUB MULTAN CHAPTER

In my role within the Rotaract Club, Multan Chapter, our activities served as beacons of change and compassion. We orchestrated campaigns illuminating the shadows of child abuse, spreading awareness like rays of hope. Our endeavors extended to organizing blood donation drives specifically catering to Thalassemia patients, fostering a community of empathy and support. It was more than mere participation; it was a collective endeavor to instigate awareness and action, stitching threads of care and knowledge within our community's fabric.

03/03/2019 – 01/06/2021 Multan, Pakistan

VOLUNTEER WORKER HUMAN RIGHTS COMMISSION OF PAKISTAN

I devoted two years as a volunteer member of HRCP Multan, Pakistan, advocating for human rights and amplifying the voices of marginalized communities. This experience deepened my understanding of socio-political issues and fueled my commitment to fostering equality and justice in society.

25/07/2019 – CURRENT Multan, Pakistan

CONTENT WRITER

As a content writer, I craft compelling and engaging written material across various platforms. My role involves meticulously researching topics, structuring information, and presenting it in a captivating manner. I specialize in producing high-quality content tailored to diverse audiences, ensuring clarity, relevance, and

originality in every piece. My work involves a keen eye for detail, a strong command of language, and a creative approach that aims to inform, engage, and resonate with readers.

● LANGUAGE SKILLS

Mother tongue(s): **PASHTO**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B1	B1	B2
URDU	C2	C2	C1	C1	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Motivated | Team-work oriented | Social Media | Microsoft Office | Organizational and planning skills | communication skills | Responsibility | Good listener and communicator | Teaching | Research and analytical skills | Social Mobilizer | Analytical skills | Content Writing | Written and Verbal skills | Critical thinking | Strategic Planning | Decision-making | Creativity | Creative writing