



Muhammad Umar

CONTACT

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OBJECTIVE

Seeking a position, where extensive experience will be further developed and utilized.

you will find me a quick learning, multi-talented, active and well mannered personality with creative mind, managing skills and extra effective communication and Teaching skills.

EDUCATION

M.S Arabic

Fall 2013 — In progress

International Islamic University

with Linguistic studies (linguistic issues) , Islamic Literature, Methodology in Literature and Linguistics, Structural and textual studies (syntactical issues)

MA Arabic

Fall 2011 — June 2013

International Islamic University

With English, Computer, translation, Arabic Literature and History, Arabic Criticism, Rhetorical Sciences, Syntax and Morphology, Academic Writings, Selected Material from Quran and Hadith,

B.A (Humanities)

Punjab University, Lahore

with Arabic, Urdu, English, Islamic Studies, Pakistan studies,

H.S.S.C

Federal Board, Islamabad

(humanities)

S.S.C

F.G Public School, Wah Cantt affiliated with Federal Board Islamabad.

with Biology, Chemistry, Physics, Maths, Urdu and English subjects.

Advance Arabic Language Course

5-2-2006 — 4-6-2007

Institute of Arabic Language, Islamabad, Pakistan

Basic Arabic Language Course

5-9-2005 — 4-2-2006

Institute of Arabic Language, Islamabad, Pakistan

English Language course (Spoken)

5-9-2005 — 4-2-2006

**EXTRA
QUALIFICATION**

1. Well skilled about Computer Software and Hardware, usage of internet, net book and laptop etc.
2. Quran Memorization (Hifz).
3. Arabic ,English and Urdu languages spoken, writing and reading skills
4. Experienced Car, Jeep, Motorbike driver
5. Well mannered and team work experienced with Communication skills.

6. Conference Organizer for HEC and IIU, conference on " Problems of Qur'anic translation in the subcontinent"

7. Attended : "Youth leadership " conference held at Faisal Masjid ,Islamabad.

"Youm-e-Ghalib Conference at Quaid e azam auditorium, islamabad.

"Seminar on Mirza Ghalib and his letters" Central library, IIU.

"Karate (Shotokan style) presentation" at inter-F.G schools Pakistan at WAH CANTT.

"Band presentation" at Welfare club, Wah Cantt.

"Arabic Calligraphy, history and development" at Media room, IIU.

"Ways and Manners to effective protests" auditorium, Block A, IIU. and hosting and participating many more weekly held conferences at block A, iiu, including presentation work, summary writing, translation and extract work .

8. Working for PATA as web developer and Promoter

9. Designing Arabic curriculum for kids and gathering material for IIU-Schools and translating Anthem for IIU at back-end.

10. Teaching English and Arabic languages to multi-national students abroad and within the Pakistan.

11. Arabic handwriting and Flash Cards designing for Le Cole De Savoir.

12. Accent trainer at Jhagvi Pvt Ltd, Islamabad.

13. Participated in "Urdu Literature and Poetry program" on Radio Pakistan (93.4), Rawalpindi.

14. Conference Organizer for "Translaion; Its field and Importance " at Seminar room, Central Library, IIU.

**WORK
EXPERIENCE**

Iqra Madina tul atfal edu system,
Taxila

April 2008 — 2009

Principal

- Performed general office duties and administrative tasks.
- Prepared weekly students and staff progress reports for presentation and record,
- Managed the internal and external educational functions, interviews etc.

LE cole de savoir , Islamabad

March 2003 — June 2005

MANAGER

Advertising, Admissions , Syllabus selection, Interviews, and general Management for an Arabic-English School System with a Canadian Partner.

Learn al Quran Online institute

june 2005 — till now

Online tutor (arabic-english spoken)

Teaching languages to multicultural and multinational students worldwide.

USA,Uk,Canada,Brunai darussalam,France,Germany and Pakistan.

INTERESTS Reading,Calligraphy,Painting,Web-surfing,Horse riding, Playing Hockey and Football.

REFERENCES References can be furnished upon Demand.