



Muhammad Talha

Date of birth: 05/05/1996 | **Nationality:** Pakistani | **Phone number:**

(+92) 3007644146 (Mobile) | **Email address:** talha.hakim123@gmail.com |

Address: Mohallah Pakki Mari near Chaudhry Umar daraz house
Tariqabad, Faisalabad. , 38000, Faisalabad, Pakistan (Home)

● WORK EXPERIENCE

01/04/2021 – CURRENT Faisalabad, Pakistan

JUNIOR CLERK REGISTRAR OFFICE GOVERNMENT COLLEGE UNIVERSITY FAISALABAD

- maintenance of office record, letter typing, filing and office management.

02/02/2019 – 28/01/2022 Faisalabad, Pakistan

MATHEMATICS INSTRUCTOR SITARA INSTITUTE OF MANAGEMENT & TECHNOLOGY

My main Focus is to provide leadership, education and molding them into responsible citizens.

01/10/2016 – 03/03/2019 Faisalabad, Pakistan

MATHEMATICS LECTURER CHENAB COLLEGE OF ADVANCED STUDIES

Main focus on teaching and carrier counseling of students.

● EDUCATION AND TRAINING

07/11/2016 – 16/04/2019

BACHELOR OF SCIENCE(16 YEARS) Government College University Faisalabad

1. Specialized in Numerical analysis, partial differential equations, Advanced group theory.

Research Interest:

1. Partial differential equations
2. Numerical analysis
3. Calculus
4. Differential equations

Address Kotwali Rd, Faisalabad 38000, Pakistan. | **Website** www.gcuf.edu.pk | **Field of study** Mathematics

10/11/2014 – 16/09/2016

BACHELOR OF SCIENCE(14 YEARS) Government College University Faisalabad

Address Kotwali Rd, Faisalabad 38000, Pakistan | **Website** www.gcuf.edu.pk |

Field of study Mathematics and Economics

06/06/2019 – 18/07/2021 Islamabad, Pakistan

BACHELOR OF EDUCATION (B.ED.) Allama Iqbal Open University, Islamabad

Website <https://www.aiou.edu.pk> | **Level in EQF** EQF level 8

05/11/2012 – 12/09/2014

HIGHER SECONDARY SCHOOL CERTIFICATE (F.SC) BISE Faisalabad

Address www.bisefsd.edu.pk

08/05/2010 – 17/07/2012

SECONDARY SCHOOL CERTIFICATE (MATRIC) BISE Faisalabad

Website www.bisefsd.edu.pk

01/01/2019 – 31/10/2019

OFFICE MANAGEMENT AND GRAPHIC DESIGNING Pasban Technical Training Centre

01/08/2014 – 31/01/2015

COMPUTER OPERATOR / OFFICE ASSISTANT Punjab Vocational Training Council

04/04/2012 – 06/08/2012 Faisalabad, Pakistan

COMPUTER APPLICATIONS DIPLOMA The Rehman College

Website <https://rehmancollege.edu.pk>

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	A2	A2	A1	A1	A1

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

● **DIGITAL SKILLS**

Microsoft Excel | Microsoft Office | Microsoft Word | Microsoft Powerpoint | Team-work oriented |
Written and Verbal skills | Outlook | Decision-making | English Shorthand 100 WPM

● **RECOMMENDATIONS**

Muhammad Imran Ch. Associate Professor

Email drimranchaudhry@gcuf.edu.pk

Muhammad Hussan Mahmood Assistant Professor

I strongly recommend...

Email mhussanmahmood@gcuf.edu.pk