



# Muhammad Asad Akram Bhatti

Assistant Director/Visiting Lecturer at Minhaj University Lahore

An Enthusiastic, quick to learn with good interpersonal and organizational skills. Have a high sense of responsibility and believe in It pays to work hard. Management Sciences Ph.D. Scholar with computer skills, who wants to obtain a full-time position in a reputable organization that offers a professional working environment and enables me as a professional to grow while meeting the organization's goals.



## Skills & Strengths

- Content Writer
- Proposal writer
- Good time management.
- Analyze Data
- Task Management
- Teaching
- Research
- Team Building
- Written and communication skills
- Researcher
- Counseling
- Problem Solving
- Journal and Publication
- Journal Management



## Experience - 15 years

### Visiting Lecturer

MINHAJ UNIVERSITY LAHORE/LAHORE SCHOOL OF INNOVATION AND TECHNOLOGY - Lahore, Pakistan | Sep 2022 - Present

- Deliver lectures and tutorials at undergraduate levels.
- Design, prepare, and develop course materials and assessments in line with departmental standards.
- Engage in student mentoring, academic advising, and support services.
- Engage in scholarly activities such as research collaboration, conferences, or publications (optional based on institution).
- Maintain an inclusive and supportive learning environment.
- Ensure academic integrity and quality in all educational practices.

### Academic Writer / Content Writer / Article Writer

INSIGHT PUBLICATIONS - Lahore, Pakistan | Aug 2022 - Present

- Curriculum Designing
- Content writer according to the National Curriculum
- Trainings
- Content Correction
- Planning teaching, including lectures, seminars/tutorials, and learning materials
- Meeting students individually to discuss progress
- Checking and assessing students' work
- Writing research proposals, papers, and other publications

## Contact Info

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## Education

### Minhaj University

Lahore / Ph.D. in  
Management Sciences  
(Thesis Defence Awaited)  
Project Management (2025)

### University of Lahore

Lahore / MS in Project  
Management  
(2021)  
3.7 GPA

### Virtual University of Pakistan

Masters in Information  
Technology  
(2017)  
3.2 GPA

### University of the Punjab

Lahore / Bachelors in  
Business Administration  
(2008)  
3.3 GPA

### BISE Lahore

Intermediate  
(2000)  
60%

### BISE Lahore

Matriculation  
(1997)  
55%

## Certifications

- IELTS  
2019
- CCNA  
Corvit Systems | 2015

## Journal Editor

HEALTH, SAFETY AND ENVIRONMENT - Lahore, Pakistan | **May 2022 - Present**

Working as a journal editor, to assemble a variety of industry specialists who may provide journal strategy guidance. to serve as a prepared group of potential reviewers with a keen interest in the journal's success. to honor significant professionals in the subject and give the publication more authority.

## Assistant Director

MINHAJ UNIVERSITY LAHORE - Lahore, Pakistan | **Feb 2022 - Present**

I am currently employed as an Assistant Director in the Centre for Research and Development at Minhaj University Lahore. I am working on the OJS (Open Journal System) and the HEC Journal Recognition System collaborating on research articles publications as well as providing advice on journal publication and printing. I am also working as a lecturer, where I am teaching different subjects at the undergraduate and graduate levels. Also prepared self-assessment reports for different courses.

Introduction to Management

Introduction to Marketing

Project Management

Risk Management

Total Quality Management

Knowledge Management

E-Commerce

## Lecturer / Research Coordinator

THE UNIVERSITY OF LAHORE - Lahore, Pakistan | **Oct 2018 - Feb 2022**

I worked at the University of Lahore as a Lecturer, teaching undergraduate and graduate levels different subjects. Also prepared self-assessment reports for different courses. I am also working on NBEAC (**National Business Education Accreditation Council**). During my tenure in the university, I helped so many students complete their research and guided them towards further research. Following were the subjects that I taught in my tenure at the university.

- Introduction to Management
- Introduction to Marketing
- Project Management
- Risk Management
- Total Quality Management
- Knowledge Management

## Academic Writer / Content Writer / Article Writer

OXBRIDGE EDUCATION PUBLICATION - Lahore, Pakistan | **Sep 2018 - Present**

- Working on Curriculums.
- Book writer according to the National Curriculum.
- Content and Books writing programs.
- Rechecking of book contents.
- Correction of Contents.

## Teacher, Consular and Senior IT Consultant

LACAS PVT. LTD. - Lahore, Pakistan | **May 2014 - Sep 2018**

- Taught Senior Classes and Student consular.
- Handle the computer Networks using LAN.
- Handle the School website, social media pages.
- Timetable handling & Scheduling.
- Record Keeping and Data Maintenance.

## Teacher / Subject Specialist

LEARNING ALLIANCE - Lahore, Pakistan | **Aug 2013 - May 2014**

- MCSE  
Corvit Systems | 2013
- Microsoft Certified  
Professional  
Microsoft | 2003

## Awards

- LACAS School Pvt Ltd  
Lead Performance  
Award | 2017
- LACAS School Pvt Ltd  
Best Performance  
Award | 2016
- The Lahore Lyceum  
Best Performance  
Award | 2013

## Languages

- Urdu - Native
- English - Medium

## Hobbies

- Research
- Learning
- Travelling
- Movies

## Portfolio | Websites

- [https://scholar.google.com/citations?user=jyLib\\_4AAAJ&hl=en](https://scholar.google.com/citations?user=jyLib_4AAAJ&hl=en)

- Taught Computer Studies to O' Level and Matric Classes.
- Handle the computer Networks using LAN.
- Record Keeping and Data Maintenance.

### Teacher / Admin Manager

THE LAHORE LYCEUM SCHOOL - Lahore, Pakistan | Jan 2009 - May 2013

- Teaching Senior Classes
- Keen observation on admin-related work.
- Maintain Records.
- Updating Employees Personal files.

### Marketing Manager

PAKISTAN FRUIT JUICE PVT (COUNTRY JUICE) - Lahore, Pakistan | Dec 2008 - Jul 2009

- Sales and Management
- Marketing and promotions
- Management of records
- Customer Relationship
- Launch of new items promotion
- Explore Market needs

### Administration Manager / IT Manager

ICT COLLEGE OF COMMERCE - Lahore, Pakistan | Aug 2006 - Nov 2008

- Maintain classes.
- Administration (Updating Employees Personal files.)
- Maintain Networks.
- Keen observation on database software.
- Maintain Hardware and troubleshooting.
- Issue Appreciation, suspension, warning, termination letters on the instructions.

### Call Center Trainer / Call Center Team Lead

CALL360 - Lahore, Pakistan | Jan 2005 - Jun 2006

- Trainer of CSR's
- Team Lead
- Creating and Monitoring Networks.
- Maintain the Account Software.

## Projects

### Software Cost Analysis

The University Of Lahore | Feb 2021 - Jun 2021

Tools: Analysis Tools

Write a detailed report on software cost analysis and use analysis tools to analyze the requirements of the software.

### The Effect of Project Manager's Competencies

University Of Lahore | May 2020 - Dec 2020

The Effect of Project Manager's Competencies on Success of Construction Project, Mediating role of Project Manager's Performance.

## References

**Dr. Muhammad Umair Nazir**  
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**Dr. Sajjad Ahmad**  
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