



Uzair Mushtaq

"Economics Master's Graduate with Expertise in Data Analysis, Economic Modeling, and Strategic Decision-Making"

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Skills

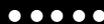
Collaborative Teamwork & Leadership



Communication & Time Management



Analytical & Research Skills



Market & Economic Trend Analysis



Data Analysis & Reporting



Administrative & Operational Management



Certifications

Certificate of Short Computer Course

NCC, Lahore

April to September - 2019

- Microsoft Office

Diploma in Mathematics

Alison

May 2024

Publications

Corruption and Happiness: Fortune or Evil?

Journal of the Knowledge Economy

July 2024

🔗 <https://link.springer.com/article/10.1007/s13130-024-02077-7>

Languages

English



Urdu



Summary

Experienced Administrator with over 7 years of expertise in managing operations, budgeting, policy implementation, and staff management. Holder of a **Master's in Economics**, with a strong foundation in data analysis, economic modeling, and strategic planning. Seeking to leverage my administrative experience and economic skills in a dynamic role within administration, operations, or educational management.

Experience

LACAS School Network

Aug 2020 to Nov 2024

Administrative Officer

Lahore

🔗 <https://lacas.edu.pk/>

- Managed the day-to-day administrative operations of the school, including overseeing a team of 50+ faculty and staff.
- **Budget Management:** Developed and managed the school's budget, allocating resources for academic programs, extracurricular activities, and facilities.
- **Policy Implementation:** Led the implementation of educational policies, ensuring compliance with state regulations and promoting a safe, inclusive learning environment.
- **Team Leadership & Staff Development:** Supervised, mentored, and evaluated staff, providing professional development and fostering a collaborative work culture.
- **Resource Allocation & Facilities Management:** Coordinated with external vendors for supplies, ensuring the school's facilities were well-maintained, secure, and conducive to learning.
- **Data Analysis & Reporting:** Collected and analyzed student performance data, attendance records, and budget reports to identify trends and areas for improvement.
- **Communication:** Served as the main point of contact for parents, students, and the community, resolving concerns and facilitating clear communication between stakeholders.

American Lyceum International School

April 2017 to August 2020

Administrative Assistant

Lahore

🔗 <https://lyceumgroupofschools.com/>

- Supported school administrators in operational tasks, including scheduling, documentation, and reporting.
- Assisted in the development of the school's budget and helped to allocate funds for academic and extracurricular activities.
- Coordinated staff meetings, professional development workshops, and parent engagement initiatives.

Education

Generation Secondary School

Matric

Science

1st Division

IMSIT Science College

Intermediate

Science

1st Division

Forman Christain College and University, Lahore

BS(Hons)

Mathematics, Economics

Forman Christian College and University, Lahore

November 2018

Applied Econometrics

MPhil

Virtual University, Lahore

November 2021

Education

BE.d