



Uzair Mushtaq

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

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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**
Administrative Officer
<https://lacas.edu.pk/>

Aug 2020 to Nov 2024
Lahore

 - 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**
Administrative Assistant
<https://lyceumgroupofschools.com/>

April 2017 to August 2020
Lahore

 - 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

Skills

Collaborative Teamwork & Leadership

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Communication & Time Management

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Analytical & Research Skills

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Market & Economic Trend Analysis

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Data Analysis & Reporting

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Administrative & Operational Management

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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/s13132-024-02077-7>

Languages

English

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Urdu

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