



**USMAN AJAIB**  
**MBA (HRM)**

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## **PROFILE SUMMARY**

Aspiring to work in an organization where I can prove my skills, expertise and loyalty to achieve a motivated, mobile, and professional workforce that can provide excellence in my career and long term relationship.

## **EDUCATION**

2018	Master in Business Administration (HRM) University of Kotli Azad Jammu & Kashmir	1st division
2014	BA Economics University of Azad Jammu & Kashmir Muzafarabad	1st division
2012	Higher Secondary School Certificate, HSSC Mirpur Azad Kashmir Board	2nd division
2010	Secondary School Certificate, SSC Mirpur Azad Kashmir Board	1st division
2014	6 months computer course diploma	Qualified

## **EXPERIENCE**

- 6 weeks experience of field working (internship) at Hydro Power project Kotli Azad Kashmir.
- 2 months experience as Medical Rep in High Q Company.
- 8 months experience in Telemarketing field on US Desk.
- 6 months experience as receptionist in Park View City Islamabad.
- 6 Months experience as store in charge of Mess store in Park View City Islamabad.
- 1 year experience as Assistant Manager HR in Park View City Islamabad. (Cont.....)

## **PROJECTS**

- Documentary on poor drainage system
- Organize Business Gala
- Research proposal
- Research Thesis

## **SKILLS**

- Effective communication skills, confident, Time management, spirit of Hardworking.

## **LANGUAGES**

English, Urdu, Panjabi (pahari & potohari accents)

## **PERSONAL INFORMATION**

Father name: Muhammad Ajaib, CNIC: 82-3022611441-5

DOB: 6 January 1995, Nationality: Pakistani, Religion: Islam

Marital Status: Single

## **INTRESTS**

Computer & Internet, Reading Poetry and Historical Books, Research Projects,  
Cricket