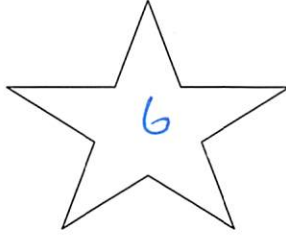
 <p>APPLICATION FORM - NEW REGISTRATION</p> <p>NOVEMBER-2014</p>		<p>Profile Score</p> 			
Recent Photograph		Date	19-11-2014	CV No	100200		
Profession / Specialty		Administration, Operations, Business development					
Industry / Projects		Any					
Nationality		Pakistani	Place of Birth / City of Origin		Lahore		
Gender		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status		<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated		
Religion		Islam	Birth date (DD-MON-YEAR)		15-02-1983		
Languages		Mother Tongue	Punjabi	Other Languages		English, Urdu	
Qualification		MBA					
Gulf Experience		0 Years 0 Months	Total Experience		10 Years 1 Months		
Gulf Driving License		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Do you have own car?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Visa Validity Date		D 10 M 01 Y 2015	Visa Status <input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent				
Employment Status		<input checked="" type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed					
Last Salary Drawn		PKR	100000	Last Salary Verified <input type="checkbox"/> Offer Letter <input checked="" type="checkbox"/> Contract			
Expected Salary		AED	5000	<input type="checkbox"/> Salary Increment Letter <input type="checkbox"/> Pay Slip <input type="checkbox"/> Statement			
How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/>							
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes <input type="checkbox"/>							
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>							
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>							
What is the reason for your Job Search? For Better Job and Salary + UAE experience							
How many jobs you have applied so far? 15+			How many interview calls you have received so far? No one				
What is your talent? Describe in detail. Basically I have much experience in Administration side and can handle any kind of situation, + I have experience of Business development and also have experience in documentary Production							
PCL Certificate		Gulf Experience		High Academic Scores - Mark Sheet	5	Worked 2+ yrs with employer	1
Fitness Certificate		Gulf / Intl Driving License		Post Graduate & Above Education	1	Promoted in Previous Job	1
IT Literacy		Arabic Proficiency		On Job Training Certificates	1	Awards or Appreciation	1
				IELTS Proficiency		Experience Verified	
Bonus Score		+ Gulf Score		+ Education Score	3	+ Experience Score	3
Based on documents verified by our HR Assistants the candidate has achieved total score points of						= Total Score	6



Resume

Personal Information

Name

Father Name:

Date of birth

February 15, 1983

Cell #

e-mail

Skills and attributes

- ❖ Excellent communication, negotiation and interpersonal skills.
- ❖ Interacts effectively with people at all levels with tact and diplomacy
- ❖ Organized methodical with excellent time management and prioritization
- ❖ Good insight of upcoming product developments
- ❖ Enthusiastic, highly motivated, hardworking and dedicated individual
- ❖ Remains calm and focused under pressure and works well to strict deadlines
- ❖ Learns fast and easily assimilates complex technical information
- ❖ Logical and analytical with an eye for accuracy and attention to detail
- ❖ A committed team player with an ability to lead ,motivate and inspire others

Educational Qualifications

MPA of Common wealth (Continue)

- ❖ MBA
- ❖ HR Management Training
Lahore University of Management Sciences (LUMS)
- ❖ Certifications from Riphah International University Islamabad.
 - Production & Broadcast Management
 - TV Production
 - Camera & lighting Principles
 - Editing Basics
- ❖ Organized/Conducted Seminars & Lectures on TV Productions Media HR &
- ❖ Administration and Marketing in Islamabad and Lahore Bureaus of SAMAA TV.

Job Experience

- ❖ 2014- May 02 Manager Administration at Office Islamabad
- ❖ 2010 –2014 Manager Operations & Business development
at istan (A Media Consultancy Firm)
- ❖ 2007-2010 Head of Admin at SAMAA TV (Islamabad Bureau)
In-charge: Camera crews, DSNG crews, Logistics at SAMMA TV
www.samaa.tv
- ❖ 2006-2007 Asst/Manager Admin/HR, SIGMA SOLUTIONS, Islamabad
www.sigma-solution.com
- ❖ 2003-2006 Commercial officer/Admin. Rohde & Schwarz –Pakistan
(A German Multinational company) worked in Admin, HR &
Marketing, Event Management, organized high level Seminars.
www.rohde-schwarz.com.pk

Computer Skills

- ❖ Proficient and knowledgeable in computer and Internet Technologies.
- ❖ Fully conversant in the use of main software operating system.
- ❖ Proficient in Microsoft office, Word, Excel, outlook and Power Point.

References

www.assess.org, 031-2271001.