**ZIA**

**Email:** zia.345322@2freemail.com

**Cell UAE**: +971505891826

**Career Objective**

Seeking a responsible position in a professional office environment

**Academic Education**

* **MBA (Supply Chain Management)**

Indus University Karachi, Pakistan (2013-2016)

* **Bachelors of Economics (2009-2011)**
Federal Urdu university Abdulhaq campus, Karachi, Pakistan
* **Intermediate (Inter Science 2007)**
Board of intermediate education Malakand.
* **Matriculations (2005)**Board of intermediate education Malakand.

**Professional Certifications and Diplomas**

* **Hotel management diploma Sep 2009 – March 2011**P.I.T.H.M Clifton, Karachi
* **Fidelio course March 2011 – May 2011** P.I.T.H.M Clifton, Karachi
* **D.I.T(2015-2016)**
Father institute M.T Khan Road Sultanabad Karachi.

**Professional Work Experience**

* **Oxford high school, Karachi. (May2013-May2014)**

Served as full-time subject specialist teacherinstructing all academic subject areas from grade 5 to grade 10th students

**Key Contributions:**

1. Earned high marks for the quality and creativity of classroom teaching
2. Taught general education students as well as individuals with learning challenges
3. Actively served on a variety of school committees and task forces.
4. Established positive relationships with students, parents &staff
* **OPTP RESTURANT, KARACHI. (JUNE 2014-DEC2014)**

As Management Trainee Manager responsible for working alongside Senior managers and accepting delegated responsibilities and duties.

**Key Responsibilities:**

1. Evaluate work output.
2. Work in different departments to gain perspective, including marketing, sales, customer services, purchasing, merchandising, and personnel departments.
3. Handle established accounts to gain familiarity.

**Key Skills**

1. **Computer Skills:** Excellent command over MS Word, MS Excel, PowerPoint & good typing skills
2. **Linguistic Skills:** Fluent in English and Urdu.
3. **Additional Skills:** Able to delegate, above average grasp of new systems and work environments, work well with people of diverse backgrounds. Excellent report writing skills developed through extensive academic and professional assignments

**Hobbies & Interests**

1. Reading literature, new technologies &nature’s Facts.
2. Electronic Media.
3. Listening Music.

**PERSONAL PROFILE**

**Religion** : Islam

**Gender**  : Male

**Date of Birth** : April 06, 1989

**Marital Status** : Single

**Languages Know As** :English ,Urdu &pushto

**Nationality** : Pakistani