**Particulars:**

**Personal Information 1:**

**Shabraz**

[**Shabraz.353290@2freemail.com**](mailto:Shabraz.353290@2freemail.com)

**Education and Training:**

**School/College/Institution/University Course of Study Duration**

Common Wealth MBA Executive HR, Accounting and finance,

Marketing Management, 2014 to 2016

MIS, Operations M. etc

University of the Punjab Public Administration, Pol 2008 to 2010

Masters Science with IR Combination

(Social Sciences)

University of the Punjab, Lahore Bachelor of Arts

(Social Work)

(English, Political Sc) 2004 to 2007 Graduation

Allama Iqbal Open University, Isb. Pre-Engineering Group 2001 to 2004 Intermediate

Federal Board Islamabad Science Group 1998 to 2000 Metric

**Language Proficiency:**

**IELTS:** Listening, Reading, Writing and Speaking Skills

**Spoken and Written** English, Urdu Punjabi Persian and Arabic Excellent

**Computer Literacy:**

E-mail Microsoft Outlook Express High Level

Word Processing Microsoft Word High Level

Spreadsheet Microsoft Excel High Level

Slides Presentation Microsoft PowerPoint High Level

Web browsing Internet Explorer, Google Chrome, High Level

Mozilla, etc

Programming HTML, JAVA SCRIPT, CSS, ASP High Level

PHP, etc

Network Admin MCSE

Web Designing Web Designing (Adobe Photoshop, High Level

Fireworks, Corel Draw, Flash, etc

Others: Diploma in Information Technology High Level

(1 year).

**Employment History:**

Period Company Name Position Salary Reason for Leaving

2010 to Till Broad Ways International G. Manager 60,000 PKR For Betterment

Consultancy Officer

2004 to 2010, Broad Ways International Marketing Manager, 45,000 PKR For Betterment

Consultancy Coordinator

**JOB RESPONSIBILITES:**

All HR and administrative responsibilities such as:

**Marketing Manager:**

Responsible for managing, marketing, advertising, promotional staff and activities at a company or organization. Takes steps to measure, enhance, and enrich the **position** and image of a company through various goals and objectives.

**HR Manager:**

Develops policy and directs and coordinates **human resources** activities, such as: employment, compensation, labor relations, benefits, training, and employee services by performing the following **duties.**

Human Resources Management, Recruiting and selecting employees, Filing, Paper work, Correspondence, schedule making, Trainings arrangements, receiving telephone calls, drafting, accounts etc.

**Project Manager:**

As **project manager** has performed the overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of a **project**. ... Most of the issues that impact a **project** result in one way or another from risk.

* **Years Work Experience in NGO/ Social Organizations:**
* Experience in Project and Program development and management.

**ACHIEVEMENTS:**

I gradually developed myself in past with my knowledge and experiences. If you see in past that you will come to know that I joined the company as a clerk. During my working period, I have been taking experience and have got higher posts since 2004. I have paid my duties with dedication, So that the subordinates, seniors and juniors gave my lots of respect and honors.

**OTHER CERTIFICATES:**

**English Language Diploma**

2003 **Kips, Pakistan.**

**English Language/ IELTS Preparation**

2003

**NUML, Pakistan.**

**Computer Hardware and Networking/MCSE, Server 2008,(Self Preparation). Pakistan.**

1999

**Technical/IT Skills:**

* Photocopying, faxing, mailing, and filing.
* Confidential test report of Electrical Technologies and skills.
* Technical Security Solutions (Installation of Security Cameras, well security control room working experience.
* LTV DRIVING LICENCE Rawalpindi, Punjab Pakistan.

**Windows & Office Tools/Advance Computer Course:**

Advance Diploma in Computer Science from Super-Tech in 2001. **Islamabad, Pakistan.**

**Web Programming & Development:**

Web designing, programming, graphics designing, html, etc

**Computing:**

Operating, Composing, Designing, Scanning, Graphics Designing, software installation, Programming (MS Word, Power Point, MS Excel, MS Outlook, Adobe Photo Shop, etc.) Data Base Management, computer architecture, etc. **KIPS, RWP, Pakistan.**

**Competencies:**

**Analytical and Innovative Thinking, Business Management & Development, Making new policies and strategies, Good Communication Skills & Computing Skills, Adoptable and remain constant in every environment, Financial Planning & Management, Risk Management, Taking keen interest in achieving tasks, Courageous, Entrepreneurship and flexibility, Relationship Building For Influence, Professional Confidence, Co-operative, Leading And Developing Others, Self Awareness, Hard working, Customer Service Orientation, etc.**

**Other Competencies:**

· Ability to design and develop time plans and resource schedules for complex tasks and task groups,

· Ability to work in multi-disciplinary and multi-cultural teams,

· Ability to work under pressure against strict deadlines,

· Ability to think out-of-the-box,

· Ability to present complex issues persuasively and simply.

· Ability to contextualize global trends in accordance with the dynamics of the operating (working) environment.

**Personal Information 2:**

**Age:** 30 years old gentle man with excellent personality and a sound health.

**Ethnic Group:** Asian

**Note:** Further information will be provided on request.