**USMAN**

**Email:** [usman.388338@2freemail.com](mailto:usman.388338@2freemail.com)

To continue my professional career with a dynamic and reputed organization that offers versatile opportunities for comprehensive career building and skills development by serving in a professional work environment.

**OBJECTIVE**

* **Nationality**

Pakistani

* **Marital Status**

Single

**STRENGTH**

Clear thinking, positive attitude, quick learner and team player.Always willing to accept new and challenging tasks.

* **BBA (Hons) in HRM**University of Central Punjab **2018**
* **Intermediate** BISE Sargodha **2014**
* **Matriculation**BISE Sargodha **2012**

**EDUCATION**

-1 year experience in managing work atan advertising agency.”***KHAN ADVERTISING AGENCY”*** a local agency in Sargodha city in PAKISTAN.

***DUTIES AND RESPONSIBILTIES:***

* Meeting clients to discuss their latest advertising requirements.
* Identifying opportunities for growth and new businesses.
* Acting like the link between the client and agency.
* Communicate clients about rates, changes and correction.
* Sending reports on daily basis to the manager/owner about team performance and new orders.
* Also provide administration support to manager this involve answering phone calls ,sending emails, setting up oppointments with potential clients.
* Also finalizing orders of printing materials like business cards and posters, hoarding boards and penaflexes by contacting or emailing clients.

**EXPERIENCE**

**COMPUTER SKILLS**

* MS Word
* MS Excel
* MS Powerpoint

**PERSONAL SKILLS**

* Time management & self-motivation
* Communication & negotiating skills
* Ability to work under pressure
* Team work and adaptability

**LANGUAGE**

* English
* Urdu

**HOBBIES**

* Reading
* Cricket
* Travelling