

Present Address: Sharjah, UAE
Contact No. +971 526476702
Email: muhammadosama680@gmail.com

Respected Sir,

It is a matter of great pleasure that I am submitting my C.V for your kind review and consideration. I am a social person and works for welfare and betterment of people, I have a strong knowledge of office work, management and teaching. I am very much sure that my experience, knowledge and skills could be beneficial to your institution. I have been working in different Offices. My job descriptions are included in my resume. I understand that you require a thoroughly competent person .These and other skills would make me an outstanding asset to your prestigious department. I would appreciate the opportunity of a personal interview, at your convenience, to further discuss your needs and my abilities. If you need any additional information, I am ready to provide it to you. Thanks for your kind consideration.

Sincerely,

Muhammad Osama Akhtar

Enc. Resume

Muhammad Osama Akhtar

B.COM



OBJECTIVES:

To become a part of dynamic group or welfare organization where I could further explore the skills and capabilities, which I gained in the whole academic career, and to solve in challenging working environment and to gain equally vast opportunities of career development based upon achievement and results.

KEY SKILLS & Experiences :

- Worked as Business Development Office in Bank Islamic.
- 5 years' experience as trainer at Karachi Vocational Training Center in IT department.
- 2 years' experience at Impala Organizer as Assistant coordinator.
- 2 years' experience at Afzal Communication center as computer operator.
- Worked at Gul Plaza Shopping Mall as cashier.
- Excellent communication skills with ability of mobilizing teammates and providing best environment for learning stress Lesly.
- Adept in techniques of teaching listening, speaking, reading and writing and translating.
- Professional debater.
- Having good command on computer office work and management.

EDUCATIONAL QUALIFICATION:

Degree:	B.Com
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Institute:

Federal Urdu University of Arts, Science and Technology

Certificate:	I.Com
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Institute:

Board of Intermediate, Karachi .

Certificate: Metric (Science)

Institute:

Madina Tul Uloom Secondary School. DHD phase II, Karachi.

Personal Information:

Father Name: Shaheen Akhtar

Nationality: Pakistani

Date of Birth: 05-12-1993

Marital Status: Married

Visa Status: Visit (Active)

Passport No. EN1340652

Contact No: +971 526476702

E-mail ID: muhammadosama680@gmail.com

HOBBIES: Reading Books, debates, picnics, Playing Chess & Football.

References can be submitted on request.