



# USAMA ARBAB KHAN

## NIAZI

Office Management / Customer Support / Consultation

- 20 April 1998
- 3740502679801
- +923417857238
- usama.niazi143@gamil.com
- Rawalpindi , Pakistan
- Passport #: AH9919803

### PROFILE SUMMARY

Dedicated and results-driven professional with a comprehensive background in office management, customer support, and consultation. Seeking a challenging role to leverage my organizational and interpersonal skills to enhance operational efficiency, deliver exceptional customer experiences, and provide insightful consultation to drive business growth and success. Committed to fostering positive relationships, optimizing processes, and contributing to a dynamic team environment. Eager to utilize my expertise to contribute proactively to achieving the company's objectives and exceeding customer expectations.

### SKILLS



### EDUCATION

|                                                                                                        |                   |
|--------------------------------------------------------------------------------------------------------|-------------------|
| <b>MASTER OF LIBRARY &amp; INFORMATION SCIENCES (16 YEARS)</b><br>SUIT<br>CGPA: 3.15/4.00 (69 Credits) | 01/2021 -11/2023  |
| <b>BACHELOR OF ARTS (14 YEARS)</b><br>AIOU Islamabad Pakitan<br>Percentage : 63%                       | 01/2018 - 11/2020 |
| <b>INTERMEDIATE (I.COM) (12 YEARS)</b><br>AIOU Islamabad Pakitan<br>Percentage : 61%                   | 08/2016 - 12/2018 |
| <b>MATRICULATION (10 YEARS)</b><br>FBISE Islamabad Pakistan                                            | 03/2014 - 07/2016 |



### WORK EXPERIENCE

|                                                                                                              |                    |
|--------------------------------------------------------------------------------------------------------------|--------------------|
| <b>SENIOR CLERK CUM PERSONAL ASSISTANT</b><br>Army Public School And College Boys Pasban Rawalpindi Pakistan | 08/2017 - TILL NOW |
| <b>BRAND AMBASSADOR</b><br>Nestle (Through third party Rawalpindi Pakistan )                                 | 09/2016 - 07/2017  |
| <b>PROPERTY ADVISOR &amp; PROPERTY DEALER</b><br>Syed Property & Real Estate Rawalpindi Pakistan             | 08/2015 - 09/2016  |



### INTERNSHIP

|                                                                                               |                 |
|-----------------------------------------------------------------------------------------------|-----------------|
| <b>Assistant. Librarian</b><br>Army Public School And College Boys Pasban Rawalpindi Pakistan | 06/2021-08/2021 |
|-----------------------------------------------------------------------------------------------|-----------------|



### CERTIFICATES

- ❖ **Swedish Language (Basic & Introduction)**  
Online by Alison (Certified) The CPD Certificate Service  
03/2024 - 03/2024
- ❖ **Information Technology**  
AGT Institute Of Technical And Professional Education Rawalpindi Pakistan  
03/2015 - 09/2015
- ❖ **Office Automation**  
AGT Institute Of Technical And Professional Education Rawalpindi Pakistan  
07/2020 - 09/2020
- ❖ **Librarianship**  
AIOU Islamabad Pakistan  
11/2020 - 04/2021
- ❖ **AutoCad**  
AGT Institute Of Technical And Professional Education Rawalpindi Pakistan  
03/2015 -09/2015
- ❖ **Safety Inspector**  
ISra University Islamabad Pakistan  
05/2016 - 06/2016
- ❖ **Steel Fixer**  
Punjab Technical Board Lahore Pakistan  
05/2015 - 07/2015

Hardworking

Organized

## LANGUAGES

- English
- Urdu
- Hindi
- Punjabi
- Swedish (Basic)



## INTEREST

- ❖ Net suffring
- ❖ Social Media
- ❖ Reading Books
- ❖ Travelling
- ❖ Blogging
- ❖ Photography



## REFERENCES

Reference will be provided on demand.