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House 118, Street No.10,  
Near Hajj Complex, C/o  
Syed Brothers General  
Store, Chistiabad,  
Rawalpindi.

## SKILLS

- ❖ MS Office
- ❖ Canva Designing software
- ❖ Social Media Marketing
- ❖ Content Creation
- ❖ Adobe Photoshop
- ❖ In page Urdu
- ❖ Video Production & Editing
- ❖ Presentation Skills
- ❖ Event Management

## OTHERS

- ❖ Active listening
- ❖ Management skills
- ❖ Leadership
- ❖ Critical thinking
- ❖ Self-motivation
- ❖ Revenue generation
- ❖ Result oriented

## INTERESTS

- ❖ Music
- ❖ Travelling
- ❖ Reading

## PERSONALITY TRAITS

- ❖ Positive attitude, Energetic, hardworking & highly motivated.
- ❖ Ability to work independently as well as in a team.
- ❖ Able to pick new ideas quickly.
- ❖ Good analytical and creative skills.

# USAMA ARIF



## Personal Statement

Enthusiastic & keen. Able to read and interpret intelligently and skilled to express ideas clearly, precisely and persuasively. Confident and quick. Able to react effectively under stress and Emergencies. Strong interpersonal skills. Ambitious to achieve demanding Goals. Emotional resilience and love for people. Dedicated and Responsible. Punctual and able to meet deadlines. Like to be assigned Challenging job involving important results regarding imaginative solutions. Ability to work in multicultural environment.



## Experience

**Data Processing Assistant** | 17/02/25 \_26/02/25  
*Punjab Information Technology Board (PITB)*  
11<sup>th</sup> Floor, Arfa Software Technology Park , 346-B,  
Ferozepur Road , Lahore.

**Assistant Admin** | 28/04/22 \_30/06/24  
*Hydrocarbon Development Institute of Pakistan*  
M/o Energy (Petroleum Division), Sector H-9 Islamabad.

**Admin Officer** | 15/01/21 \_31/03/22  
*Weekly POTOHARLINK*  
Islamabad.

**Receptionist** | 27/06/19 \_05/08/19  
*Hajj Directorate, Sector I-14*  
(M/o Religious Affairs), Islamabad.



## Education

**BS Media & Communication (Public Relation & Advertising)**  
National University of Modern Languages Islamabad (NUML).

**HSSC**  
Federal Board of Intermediate and Secondary Education Islamabad (FBISE).

**SSC**  
Federal Board of Intermediate and Secondary Education Islamabad (FBISE).

## REFERENCE

References are available upon request