

USAMA AZHAR JAVED

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OBJECTIVE STATEMENT

Looking for a position where I can utilize my managerial, marketing and administrative skills with prominent effect and efficiency

EDUCATION

Master in Business Administration (Executive EMBA) 2020
Shifa Tameer-e-Millat University, Islamabad.

Bachelor in Mass Communication 2017
Virtual University of Pakistan.

Intermediate 2008
Federal Board of Intermediate and Secondary Education, Islamabad.

MAJOR COURSES

- Communication skills (**Mass Communication**)
- Public relations (**Mass Communication**)
- Mass communication. (**Mass Communication**)
- Technical report writing (**Mass Communication**)
- Managerial business communication (**EMBA**)
- Business research methodology (**EMBA**)
- Organizational Behaviour (**EMBA**)
- Human Resource Management (**EMBA**)
- Financial Accounting (**EMBA**)
- Cost and Managerial Accounting (**EMBA**)
- Applications of Mathematics and Statistics in Business (**EMBA**)
- Marketing strategies
- Digital Marketing

EXPERIENCE

Customer Sales Executive (CSE) at **Eventus Faction**
(<http://www.eventusfaction.com/>)

- Outbound International calling
- US-based dialing
- Achieved Target during training (4.0 SPD)

Responsibilities:

- Customer Interaction
- Lead generation.
- Customer Services.
- Worked in a Daily based Target-oriented environment.

SKILLS

- Meta Business Suite (Facebook Ads, Instagram)
- Customer Support
- Time management
- Microsoft Office Suite (Ms Word, Ms Excel)