

## ALAM ASGHAR KHAN



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### **OBJECTIVE**

My objective is to have firsthand experience by working in governmental or private setup.

### **EDUCATION**

Year	Degree	Subject	Institution
2011	MSc	Governance and Organizational Sciences	NUML
2008	BSc	Governance and Organizational Sciences	NUML
2006	FSc	General Science	Fazaia Inter College, Jinnah Camp, Khanna Road, RAWALPINDI
2004	Matric	Science	F.G. Sir Syed Secondary School for Boys, RAWALPINDI

### **PROFESSIONAL EXPERIENCE**

**1- December 08-2014 to March 08-2015**

Islamabad Marriott Hotel.

Trainee (Public Relation Department)

#### **Responsibilities attended:-**

i) To assist Public Relation Manager in his/her duties such as:-

- a- Marketing of the hotel via marketing tools e.g. Social Media, Flyers, Electronic and Print Media, Broachers, SMS and Email Campaign, Distributing Calendars etc.
- b- Designing/branding products.
- c- Coordinating with other departments for making preparation for event like Christmas, New Year and Food Festivals of Countries like Thai, Chinese, and Belgium etc.
- d- Issue the PR (Purchase Requisition) for the said items.

**2- March 09-2015 to April 08-2015**

Islamabad Marriott Hotel.

Trainee (Sales Department)

**3- June 09-2016 to June 03-2020**

Public Relation Officer

Public Relation Officer

Government Organization

#### **Responsibilities attended:-**

- a. Planning PR campaigns and strategies.
- b. Writing and editing leaflets, brochures, press releases, speeches, newsletters, websites and social media.
- c. Representing the Organization at events, press launches, news conferences and exhibitions.
- d. Developing good working relationships with the media.



#### 4- March 22-2021 to Present

Sales Representative

State Life Insurance Corporation of Pakistan.

##### **Responsibilities attended:-**

- To help people get insured by giving them product knowledge.
- To help policy holders paying Annual Premium on time.
- To help family in receiving death claim in case of policy holder's demise.
- To help policy holder receive Maturity of Policy on completion of policy term.
- To help policy holder as well as general public in matters related to Insurance.

#### **MSc PROJECT**

##### **Title "An Analysis of the Management of Private Security Companies"**

A core issue of the State of Pakistan, most neglected, was touched; deeply analyzed highlighting its importance in the prevailing circumstances like Terrorism, Extremism thereby formulating bi-Laws by the Private Security Companies. It was recommended to impart training to their Security Staff inclusive of the use of modern sophisticated weapons and equipment with proportionate increase of salary of the Security Staff and timely payment thereof.

Be it known that the Private Security Companies are largely hired by Government and Private Organizations for security purposes.

#### **LANGUAGE SKILLS**

LANGUAGE	Reading	Spoken	Written
English	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Excellent
Hindko	Excellent	Excellent	Very Good
French (BASIC)	Excellent	Excellent	Excellent

#### **ADDITIONAL QUALIFICATIONS**

- French Language Certificate (September 2013-January 2014).  
The certificate was awarded by NUML University for successfully completing the Basics of French language (beginner course).
- Certificate of Accomplishment.  
This certificate has been awarded by Marriott Hotel for successfully completing Rooms Ops, Level II (Basic and General Knowledge) Training.

#### **ADDITIONAL INFORMATION**

- Appeared for PMA long course (119) attended ISSB KOHAT.
- CSS exam appearance-twice (2013, 2014)

#### **LEISURE INTERESTS**

Current Affairs, General Knowledge including History, Science, Discoveries, Animal World, Jogging, Games, Movies and TV.

References will be provided on request