**ABDUL MUNAIM**

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**Objective**

Getting the experience is my first target. To achieve this target, I want to offer my services to your organizationthat gives me experience in the field of Administration.

**QualificationsBackground**

* **M.B.A (F) [HRM] in 2013**
* **University of Sindh, Jamshoro**
* *GPA 3.40*
* **B.B.A**  **in 2010**
* **(IMSA) University of Sindh, Jamshoro**
* *GPA 3.12*

**Distance Learning**

* **3 months short course (English For Doing Business In Asia-Speaking)**
* Offered By **“Hong Kong University Of Science & Technology (HKUST)”**
* On **Edx**  **(11-09 -2014 to 11-11-2014)**
* **2 months short course (ContractX)**
* Offered By **“Harvard University (USA)”**
* On **Edx** **(06-01 -2015 to 05-03-2015)**

### 2 months short course ([Introduction to Operations Management - I](https://courses.edx.org/courses/course-v1:IIMBx+OM101.1x+1T2016/info))

* Offered By **“Indian Institute of Management, Bangalore.”**
* On **Edx**  **(In-Progress)**
* **3 months short course (The Science Of Happiness)**
* Offered By **“The University of California, Berkeley”**
* On **Edx (In-Progress)**

**Experience**

* Worked as “**HR Officer”** deputed in **(R & S)** department @ **Premier Agencies Head Office Karachi.**  **(1-10-2015 till Present)**
* Worked as **HR Assistant** @ **Premier Agencies Regional Office Hyderabad**

**(1-7-2015 to 31-8-2015)**

* Worked as **HR Assistant** @ **A-one Distributor Hyderabad.**

**(May-2014 to June-2015)**

* Working as **Vice President** Growth & Development @ **JCI Sprit Chapter**

(Junior Chamber International). **(Unpaid Services)** **(Dec-2012 to April-2014)**

**Personal Experience**

* Operating an Unregistered hypothetical organization **“H.O.P.E Foundation”** as a Founding Director. **(July-2014 till present)**

**Extra Acadamic Career**

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| --- |
| * Attending **(JCI MID YEAR CONFERENCE 2013)** hosted by **JCI CITY** @ Indus Hotel Hyderabad.   **(29-06-2013 to 30-06-2013)**   * Attending 2 days **career development training program** held at (IBA University Of SINDH JAMSHORO). **(4-03-2013 to 05-03-2013)** * Made an information system named “**E-library management information system of (IMSA) INSTITUTE OF MODERN SCIENCES & ARTS. (May-2013)** * Successfully done academic research on **“Dress code at IBA University of Sindh”.**   **(May-2013)**   * Made a Business Plan named “**Cool Cane Juice Company**”. A sugarcane juice manufacturing company. **(December-2012)** * Attending One Day Work Shop on **(portfolio investment in banking sectors)** held at (IMSA) Latifabad campus. **(19-07-2009)** * 2 Months **English Language Course** from (IMSA) Hyderabad.   **(01-06-2009 to 31-07-2009)** |

**Internship**

* National Bank of Pakistan (Qasimabad Branch) **(Feb 2011 to March 2011)**
* Zulfiqar Industries Limited **(13-06-2013 to 30-07-2013)**

**Language Skills**

**IELTS** with overall score 6.0.

* **Speaking:**  6.0
* **Listening:**  6.0
* **Writing :** 6.0
* **Reading:** 5.5

**Computer Skills**

Having good hands on skills on:

* Ms Visio
* Matlab
* Visual Basic
* In-page Urdu
* Photoshop

**General Skills**

* Enthusiastic, Hardworking, Keen to learn and develop new skills
* Interpersonal and communication skills
* Presentation skills