**Example SHAHZAD SALEEM**

House No. 274-A Tillak Street, Ganj Shaker Colony,

Jamshed Road No.1 Karachi,74800

0345-6030518

[shahzadsaleem86@gmail.com](mailto:Goldy001@umn.edu)

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**SUMMARY OF QUALIFICATION**

* Pursuing a Master of Business Administration (HR)
* Experience of taking interviews and shortlisted candidates for the projects working under my supervision at aga khan hospital (Peadiatrics Research Department)
* Experience in Database Management (Specially in Ms. Access)
* Expertise in Ms. Excel

|  |  |  |
| --- | --- | --- |
| **EDUCATION** | | |
| **Master of Business Administration (HR)**  IQRA University, Karachi | | 2016 |
| **Specialization Courses:** | |  |
| * Organizational Development | |  |
| * Compensation Management | | |
| * Training and Development   CGPA: 2.75 | |  |
| **Bachelor of Commerce** | | 2007 |
| Govt. College of Commerce and Economics, Karachi | |  |
| Division: 2nd |  |  |
|  |  |  |
| **Intermediate (Pre-Engineering)** | | 2004 |
| S.M Govt. Science College, Karachi | |  |
| Grade: B |  |  |
|  |  |  |
| **Matriculation (Science)** | | 2002 |
| National Grammar School, Karachi, Karachi | |  |
| Grade: A |  |  |

**ACHIVEMENTS**

* Got “**OUTSTANDING**” Rank in 2nd, 3rd and 4th year of appraisal in aga khan university hospital.
* Got **1st position** in computer exams (98/100) during data management certification at aga khan hospital which includes Excel, Word, PowerPoint and Epidata.
* Design and maintain **Child Tracking Program** for the project of Rotavirus Immunogenicity Study in aga khan university hospital. Research Paper is under process for submission in peer review journal.

**CERTIFICATION**

* Statistics, Data Management & Analysis and Computer Skills held at the Aga Khan University, Karachi, Pakistan **(August 19 – September 13, 2013)**
* Six Months Certification Course from Beginner Base Academy (B.B.A) consists following applications. **(Ms. Windows and Ms. Office)**

**SOFTWARE KNOWLEDGE**

* Ms Excel
* Ms Word
* Ms Access
* MsPowerPoint
* Spss

**EXPERIENCE**

* **Field Promotional Activity Officer** May-2015 to July-2015**(1 Months)**

Jaffer Brothers Pvt. Limited (JASPL), Karachi

* **Data Coordinator** Mar-2012 toMay-2015**(3.2Years)**

Aga khan University Hospital, Karachi

* **Research Assistant (Promoted to Data Coordinator)** Jan-2010toMar-2012 **(2.3Years)**

Aga khan University Hospital, Karachi

* **Data Entry Operator** Oct-2008toOct-2009 **(1Year)**

Datatek Private Limited, Karachi

**PERSONAL PROFILE**

Father Name : Mohammad Saleem Soomro

Date of Birth : 10 October, 1986

N.I.C Number : 42201-5504807-9

Religion : Islam

Marital Status : Single

Nationality : Pakistani