



OSAMA ANJUM



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CAREER OBJECTIVE

An adaptable and responsible graduate seeking a position in a promising organization that utilize the organizational, and communication skills developed through my involvement with television and promotional work during vacations.

I have an extensive work experience in the Media sector, BPO, and IT service industries, giving me varied skills and the ability to work with many different types of people, showing myself to be self-motivated, organized and capable of multi-tasking and working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn.

EXPERIENCE

PROZTEC QATAR

- ✓ Business analyst • JAN 2020- Current

ADVANTAGE

- ✓ Operations manager • JAN 2019- JAN 2020

CSS PVT. LTD

- ✓ Customer Support Manager • Mar 2018 – Jan 2019

KeepTruckin

- ✓ Customer Support Specialist • FEB 2017-MAR 2018

Cutting Edge Communications

- ✓ Business Strategy, Creative Department Manager • Jul 2016-Nov2016

Graymatter Communications

- ✓ Communications Manager • 2015-2016

MAAKSONS LUXURIOUS REALTY

- ✓ Customer Relationship Officer • 2014-2015)

AVT Network

- ✓ Presenter and Producer • (2009-2014)
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EDUCATIONAL BACKGROUND

NATIONAL UNIVERSITY OF MODERN LANGUAGES AND SCIENCES ISLAMABAD (2007 - 2011)

- ✓ Completed BBA (Hons) majoring in marketing.

FAZAIA INTERMEDIATE COLLEGE E-9 (2005 - 2007)

- ✓ Completed Intermediate in pre engineering

DIPLOMA, AIR UNIVERSITY (2007)

- ✓ Completed diploma in business communications
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CERTIFICATIONS

- ✓ Microsoft® Certified Azure Fundamentals
- ✓ Microsoft Certified: Azure Administrator Associate
- ✓ Microsoft® Certified Solutions Architect
- ✓ OneTrust Vendor Risk Management Expert
- ✓ OneTrust Certified GRC Professional
- ✓ OneTrust Certified Privacy Professional
- ✓ SAP Certified Application Associate - SAP S/4HANA Sourcing and Procurement
- ✓ SAP Certified Application Associate - SAP S/4HANA Sales 1809 Upskilling



COMPUTER SKILLS

- ✓ MS-Office
 - ✓ Adobe Premiere Pro(Elementary)
 - ✓ SAP ERP SAP ERP 6.0
 - ✓ Salesforce (End User)
 - ✓ ONE TRUST
 - ✓ APPIAN
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LANGUAGE SKILLS

- ✓ English
 - ✓ French(elementary)
 - ✓ Urdu
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HOBBIES

- ✓ Football
 - ✓ Music
 - ✓ Reading
 - ✓ Movies
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PERSONALITY TRAITS

- ✓ I have strong Communication and Interpersonal skills.
 - ✓ I have good Convincing power and Leadership skills,
 - ✓ I am an extrovert with a genuine tilt towards creative chores.
 - ✓ I strongly believe in Team work as well as individual responsibility.
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REFERENCES

Available upon request

