**Khawaja Uzair**

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**D.o.b**: 22-11-1995, **MOBILE**: 03323584600, **E mail:** Khawajauzair@hotmail.com

**Marital Status:** married

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| OBJECTIVES | Seeking a position in an reputable internationally recognized Institute for utilizing my extensive background in Accounting, Organizational Behavior and Management sciences along with critical thinking skills & Industrial Experience in order to provide highest level of services. |
| QUALIFICATION | CGPA / Division  **Masters of Business Administration (3.5 yrs) (Project Management) (MPhil Equivalent)**  [January, 2019 Faculty of Management Sciences] **3.68**  University of Lahore-Gujrat  **Bachelor of Commerce 2nd Division**  [June, 2015 Superior College of Commerce]  University of the Punjab  **Intermediate of Commerce**  **A Grade**  [September, 2013 Superior College of Commerce]  B.I.S.E Gujranwala |
| JOBS & INTERNSHIP | * Joined Qazi Trading Company on 21 September 2015 as **Operations Manager** at Region Office Gujranwala to till date; * Worked as an **Accounts Officer** in Suzuki City Corporation from October 2013 to 2015. * Internship at Abdullah Rice Mills. |
| PROFESSIONAL QUALIFICATION | * Handled Database Management Software’s (Oracle 6i, Oracle 10g, Web-Based, Visual FoxPro); * Experience in Research related activities * Proficient in Microsoft Office; * Proficient in Book Keeping; * Experience in Using Statistical Software’s (SPSS 24). |
| RESEARCH PAPERS, PROJECTS & WRITEUPS | * Write a complete thought dissertation on Public Sector Organization of Pakistan entitled “Effects of Paternalistic & Servant Leadership Styles on Employees Attitudes: The Mediating Role of Perceived Organization Politics”, relate thesis with literature review and provide statistical conclusion; * Write a research paper “Leadership and employee attitudes: The Mediating role of perception of organizational politics”. Published in Cogent Business & Management (2020). * Write a detailed Entrepreneurial Business Plan on Mobile Food Business. * Prepared Leasing Tools for Auto Lease Institute. * Prepared Funding Request for Qazi Trading Company on which all the requirements for receiving loan from Modaraba Companies was fulfilled. * Prepared Income Tax Documents on FBR Iris Portal. * Done a detailed Project on the Operations Management at Super Asia Gujranwala. |
| HONOR, REWARD & SKILLS | * Participant of Marketing Gala at UOL in 2016, Winning Best Sales Award * Participant of Idea Factory (An Entrepreneurial Workshop); * Awarded with Best Discipline, Best Attendance & Best CR Awards in my Primary and Secondary Education; * Topper of MBA UOL Fall Session 2015. |
| REFERENCES | **Dr. Kaleem Ahmed**  Asst. Professor Department of Management Sciences  University of Lahore, Gujrat  Tell: 0333-3007319 |