**USMAN BUTT**

 **Email:** Buttusman529@yahoo.com

 **Phone:** (00973-33471130)

A committed team player with leadership ability, who uses high standards of

Communication aptitude to establish positive interpersonal relationships, quick and willing to assimilate and apply new work procedures.

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Objective:

To work in an organization where creative initiative , ideas and a genuine enthusiasm would allow me to progress. To increasing profitability by turning prospective clients into guest, guest into loyal clients .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Professional Qualification:

* BS (Hons) Mass Communication and Media

 **University of Gujrat** Punjab, Pakistan. CGPA 3.39 /4.00

(Specialization in Electronic Media) 2011 to 2015

### Academic Qualification:

* Intermediate | F.sc (Pre-Engineering)

 Gujranwala Board Punjab, Pakistan

2nd division (2011)

* Matriculation ( Physics , Chemistry ,Computer )

 Gujranwala Board Punjab, Pakistan

 1st division (2009)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Experience Summery:

* Work experience as a Teacher for 3 years (2015 to 2017).
* Work as computer teacher.
* Arrange events (sports gala, parents meeting , teachers meeting).
* Take admission tests.
* Give report of teachers work to Principal.
* Work in admin staff ( make date-sheet for exams, paper selection)
* Work privately in Pakistan Telecommunication Company Limited. (2013-2015) During study in university.
* Installation of new modem.
* Solve issues . (disconnecting, low-speed, wrongly patched etc)
* Work in sales department .
* Work in their complaint cell 1218 as call service agent.
* 6 weeks internship in ABB TAKK news channel as intern (2014 to 2014).
* Work as field reporter.
* Work in packaging department.
* Work in monitoring department.
* Maintain public relation
* 2 year experience in radio reporting (university of Gujrat) during degree (2012 to 2013).
* Do live street shows .
* Collect news from different departments .
* Do live interviews .
* Newscaster .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Achievements and Project:

* A documentary “Matti kay shakar”on pottery.
* Got Laptop from Prime Minister of Pakistan LAPTOP’S scheme.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Computer courses:

* Hardware (3 months)
* Widow installation.
* Change any hardware .
* Solve hardware issues.
* Software (3 months)
* Microsoft office full package .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Skills:

* Communication skills
* Writing skills
* Team leader
* Public relation management
* Willingness to earn

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Personal Information:

* Nationality : Pakistani
* Passport number : DT3495271
* CPR no : 930640586
* Marital Status : Married
* Gender : Male
* Languages Known : Urdu ,English , Panjabi
* Religion : Muslim
* Date of birth : 07-June-1993

# DECLARATION

I hereby Declare that all information made above are true and complete to the best of my knowledge and belief.

Date:

Place: currently in Bahrain (Usman Butt)