



MUHAMMAD TAYYAB

HR & MARKETING PROFESSIONAL

OBJECTIVE

Efficient Professional with more than **4 years of Experience** and Proven Knowledge of **Team building, Leadership, and Organizational culture**. Aiming to leverage skills in any competitive organization to successfully fill administrative role within your company.

CONTACT

@ tayyablatif905@gmail.com
+92-334-9099121
<http://linkedin.com/in/muhammad-tayyab-527682152>

Islamabad, Pakistan



EDUCATION

 **QUAID-I-AZAM UNIVERSITY**
BBA (Marketing & HR)
2020

 **BAHRIA UNIVERSITY**
MBA (Marketing)
2021-2023

EXPERIENCE

FOREX TRADER

(March 2023 — Oct 2024)
Worked as an IB For Pakistan

FIVERR.COM

(April 2022 — March 2023)
Worked as a Professional Freelancer

HR EXECUTIVE

(Sep 2020 — April 2022)
Worked as an HR Executive at SUPRA BPO

NATIONAL TELECOMMUNICATION CORPORATION

(July 2019 — Aug 2019)
Worked as an Internee in Finance Department

FMFB Limited

(July 2018 — Aug 2018)
Worked as an Internee in Customer Relations Department

MI Communications

(July 2017 — Sep 2017)
Worked as an Internee in Human Resource Department

SKILLS



Microsoft Office

Social Media Management

Team Building

Leadership Skills

CERTIFICATIONS:



Leadership in 21st Century Organizations, Copenhagen Business School



Artificial Intelligence for Everyone, Deep Learning. Ai



Diversity and Inclusion in the Workplace, ESSEC Business School



Entrepreneurial Strategic Management, The University of New Mexico



Initiating and Planning Projects, University of California, Irvine



Becoming a changemaker: Introduction to SI, University of Cape Town



Personality Types at Work, University of Florida



Managing the Organization, University of Illinois at Urbana Champaign



Covid-19 Contact Tracing, Johns Hopkins University



Managing the Company of the Future, University of London



Inspiring and Motivating Individuals, University of Michigan



Managing Social and Human Capital, University of Pennsylvania



Fundamentals of Project Planning & Management, University of Virginia

CERTIFICATIONS:



Financial Literacy Training Program, State Bank of Pakistan



Fundamentals of Entrepreneurship, Ideagist



Let's Break the Chain Covid-19, Muhammad Bin Rashid University



Education sector analysis and data literacy, UNICEF



Children and Climate Change, UNICEF



Introduction to WASH, UNICEF



Road Show on Islamic Banking, Centre of Islamic Banking and Finance



Champions Training Camp, Positive Pakistan (NGO)



Reiki The Healing Power, Positive Pakistan (NGO)