



Osama Bin Zia

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ABOUT ME

I am a graduate in International Relations from the University of Peshawar, with a strong foundation in global affairs, diplomacy, and political science. I have honed my interpersonal and communication skills, enabling me to effectively interact and collaborate with diverse groups. My education has also equipped me with essential soft skills such as critical thinking, problem-solving, and time management. I am motivated, adaptable, and eager to contribute to dynamic and challenging environments.

EDUCATION AND TRAINING

Bachelors Of International Relations

University Of Peshawar [16/09/2019 – 28/08/2023]

City: Peshawar | **Country:** Pakistan | **Website:** www.uop.edu.pk | **Level in EQF:** EQF level 6

COMMUNICATION AND INTERPERSONAL SKILLS

Verbal Communication - Written Communication - Active Listening - Empathy - Negotiation - Conflict Resolution - Team Collaboration - Cultural Sensitivity

1. Verbal Communication: Ability to clearly express ideas, thoughts, and information in spoken language, ensuring messages are understood by diverse audiences.

2. Written Communication: Proficient in conveying information, arguments, and ideas effectively through writing, with attention to clarity, structure, and tone.

3. Active Listening: Skilled at fully focusing on the speaker, understanding their message, responding thoughtfully, and retaining key information.

4. Empathy: Ability to understand and share the feelings of others, fostering strong, trusting relationships and effective teamwork.

5. Negotiation: Competent in reaching mutually beneficial agreements by understanding the needs and interests of all parties involved, and finding common ground.

6. Conflict Resolution: Capable of managing and resolving disputes in a constructive manner, minimizing tension and fostering positive outcomes.

7. Team Collaboration: Experienced in working cohesively with others, valuing diverse perspectives, and contributing to shared goals in a team setting.

8. Cultural Sensitivity: Aware of and respectful toward cultural differences, enabling effective communication and collaboration in diverse environments.

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / Social Media / Social Network

HOBBIES AND INTERESTS

Football, Movies, Music, Travel

ORGANISATIONAL SKILLS

- Time Management - Multitasking - Prioritisation - Attention to Detail - Project Coordination - Task Delegation - Resource Management - Planning and Scheduling

1. Time Management: Efficiently managing time to meet deadlines and maximize productivity.

2. Multitasking: Capable of handling multiple tasks simultaneously without compromising quality.

3. Prioritisation: Identifying and focusing on the most important tasks to achieve goals efficiently.

4. Attention to Detail: Ensuring accuracy and thoroughness in all tasks and projects.

5. Project Coordination: Effectively organizing and managing projects to ensure smooth execution.

6. Task Delegation: Assigning tasks to the right people to optimize team performance.

7. Resource Management: Utilizing resources efficiently to achieve objectives within constraints.

8. Planning and Scheduling: Creating and adhering to plans and schedules to ensure timely completion of tasks.

VOLUNTEERING

[23/03/2023 – 30/03/2023] Pakistan

Distributing Food Package among Poor during Ramadan Volunteering Experience:

During my time with Insan Dost Foundation, I had the opportunity to contribute to a meaningful cause by participating in the distribution of Ramadan food packages. We successfully provided essential food supplies to over 200 poor and needy families, ensuring they could observe the holy month of Ramadan with dignity and ease. This experience deepened my understanding of community service and the importance of helping those in need, while also enhancing my organizational and teamwork skills as we coordinated logistics and ensured timely delivery of the packages.

LANGUAGE SKILLS

Mother tongue(s): Pashto

Other language(s):

Urdu

LISTENING C2 READING C2 WRITING C2
SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

English

LISTENING C2 READING C2 WRITING C2
SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user