



Usama Aleem

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WORK EXPERIENCE

26/11/2023 – CURRENT Lahore, Pakistan

RECRUITMENT EXECUTIVE PRIME HR

- Talent Hunt
- Interview Scheduling
- Hiring Candidates
- Defining Job Descriptions
- Offer and Negotiation

25/09/2023 – 25/11/2023 Lahore, Pakistan

HR INTERNSHIP PRIME HR

- Talent Hunting
- Interview Scheduling
- Data Entry

28/03/2023 – 27/06/2023 Lahore, Pakistan

PROCUREMENT INTERNSHIP AL-JALIL DEVELOPERS

- Purchase material
- relations with suppliers
- negotiation

EDUCATION AND TRAINING

06/02/2019 – 20/01/2023 Lahore, Pakistan

BACHELOR IN BUSINESS ADMINISTRATION (SUPPLY CHAIN MANAGEMENT) National University of Modern Languages

Lahore, Pakistan

INTERMEDIATE (FSC PRE-ENGINEERING) Govt. Shalimar College Baghbanpura lahore

2016 Lahore, Pakistan

MATRICULATION (SCIENCE) Govt. Boys High School Gunj Mughalpura Lahore

LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B1	B1	B1

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

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DIGITAL SKILLS

Microsoft office: Word, Excel, PowerPoint | Graphics (Canva)