



USAMA IQBAL

*Incharge administration
and management*

CONTACTS

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ADDRESS

Adyala Road, newlalazar
Rawalpindi , Rawalpindi,
Pakistan

ABOUT ME

*Organization that offers challenging
working environment and provides
opportunities for job satisfaction,
career development and creatively
based upon admirable performance
with review of achievement and
results.*

HOBBIES

- playing cricket
- badminton
- gym

WORK EXPERIENCE

INCHARGE ADMINISTRATION AND MANAGEMENT

Rawalpindi

*Armed forces institute of cardiology
Rawalpindi
Feb 2017 - Oct 2023*

ASSISTANT MANAGER (EVENT MANAGEMENT)

Rawalpindi

*Grace evento
Oct 2022 - Oct 2023*

ASSISTANT MANAGER (ADMINISTRATION AND MANAGEMENT)

Rawalpindi

*Dimensions academy
Mar 2015 - Feb 2017*

EDUCATION

2014

BS COMPUTER ENGINEERING

*Sir Syed university of engineering and technology
karachi, Karachi*

2009

FSC , PRE ENGINEERING

*Telecom boys public school and college haripur,
Haripur, NWFP board*

2007

MATRICULATION

*Telecom boys public school and college haripur ,
Haripur, NWFP board*

SKILLS

Microsoft word, excel,
power point

Web uploading and
hosting

INTERNSHIPS

INTERNEE IT ADMIN

PTCL

May 2014 - May 2014

📍 Rawalpindi

ASSISTANT MARKETING INTERNEE

Mobilink

Nov 2014 - Feb 2015

📍 Islamabad

Emailing and drafting

LANGUAGES

English, Urdu, punjabi

PERSONAL DETAILS

DATE OF BIRTH:

12 Aug 1991

NATIONALITY: *Pakistani*

VISA STATUS: *Approved*

MARITAL STATUS:

Married