

USHBAH ASHFAQ

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Karachi, Pakistan.

Seeking an opportunity in respectable organization where I can utilize my experience to contribute to active learning minds, and acquire professional experience in growth-oriented environment that will enhance my own knowledge and offer me career development with high level of responsibility.

JOB EXPERIENCES

- Chip Training and Consulting
Work as a UCPO at UC 5 Malir Jaffar Tayyar
15 August 2020 to Present 
- Sidat Hyder Morshed Associates (Pvt) Ltd
Worked as a UCCSO at UC 5 Malir Jaffar Tayyar
May 2018 to May 2020 
- State life of Pakistan
Branch Secretary and Trainer.
Nov 2016 to Nov 2017 
- State life of Pakistan
Sales and Customer Service Representative.
Jan 2016 to Oct 2016
- Beacon Askari Secondary School.
Course Facilitator.
Aug 2017 to Sep 2017
- Muhammad Ali Jinnah University
Executive Trainer for CSR Program
Sep 2013 to Sep 2015 
- Kishwar Public School.
Course Facilitator
April 2012 to Dec 2013
- Crescent Bahria Cadet College
Worked as a Teacher
Aug 2010 to Dec 2010
- Noble Collegiate Coaching Centre in Administration
March 2006 to Aug 2006

ACADEMIC QUALIFICATIONS

- MS in Management Sciences (HR)
Muhammad Ali Jinnah University, Karachi.
3.53 CGPA 
- Masters in Islamic Studies, University of Karachi, 2014.
Division : 1st 
- Masters in IR, University of Karachi, 2012.
Division : 2nd 
- Masters in Philosophy, University of Karachi, 2010.
Division : 2nd 
- Bachelors of Art Degree, University of Karachi, 2006.
Division : 2nd 

- Board of Intermediate Education, Karachi, 2004.
- Board of Secondary Education, Karachi, 2002.

ADDITIONAL CERTIFICATES

- Certificate of Participation for Infection Prevention and control (IPC) for Novel Corona Virus (COVID 19) from WHO 
- Certificate of Participation for Introduction to Go. Data –Field data collection, Chains of transmission and contact follow-up from WHO 
- Certificate of Participation for Incident Management System (tier 1), Introduction To Health Sector Emergency Response Management from WHO 
- Certificate of Participation for Severe Acute Respiratory Infection (SARI) Treatment Facility Design from WHO 
- Record of Achievement COVID-19: Operational Planning Guidelines and COVID-19 Partners Platform to support country preparedness and response from WHO 
- Successfully completed and passed the Adverse Events Following Immunization (AEFI) Communication Course from CDC, UNICEF and WHO 
- Successfully completed and passed the Competency Based Interviewing for Interviewees Course from UNICEF. 
- Successfully completed and passed the Child Protection Results-Based Management Resource Pack –How to Plan, Monitor and Evaluate Child Protection Programmes from UNICEF. 
- Successfully completed and passed the Child rights and why they matter course from UNICEF. 
- Successfully completed and passed the Emergency Child Protection Programming in the ECA Region from UNICEF. 
- Successfully completed Prevention of sexual harassment and abuse of authority (2021 version) by UN and UN agencies. 
- Certificate for the Prevention of sexual exploitation and abuse (PSEA) – Multilanguage (2021) 
- Certificate for the UN BSAFE 
- Successfully completed and passed the You tube Creative Essentials Course From Google. 

- Successfully completed and passed the Digital Marketing course from Google Digital Garage.
- State Life of Pakistan
(Training Centre)
Passed the Foundation Course held at Karachi from 02-05-2016 to 07-05-2016
- Domino (English Learning Centre).
Obtained certificate in English language.
- Pakistan International Airlines (PIA)
(Training Centre)
Passed the Tariff and Ticketing Basic Course held at Karachi from 04-04-2005 to 15-04-2005 and secured 80% marks.
- Pakistan International Airlines (PIA)
(Training Centre)
Successfully completed and passed the IT Course from 16-Aug-2004 to 16-Dec-2004.
- Shaukat Hussain Fatmi Memorial.
(Industrial Home)
Successfully completed and passed the Textile Designing Course in 2002.
- Shaukat Hussain Fatmi Memorial.
(Industrial Home)
Successfully completed and passed the Advance Cutting and Fashion Designing Course in 2002.



PROJECTS

- Performance Evaluation of Teachers in Universities of Karachi.
- The Future of Jobs Report 2018.
- Responsibility Accounting: Meaning, Features and Steps for Achieving Goals.
- Types of HR Audit.
- Human Resource Information System.
- Ethical Leadership.
- Organizational Structure and Design.
- Walmart Human Resources Management.
- Branding Strategy (Building Strong Brand).
- Purchasing Process of AL-Haj Motors Pvt Ltd.
- Emirates Airline and Emirates Group.
- Determinants Ethical Leadership a Case Study of Health Sector in Karachi.

CERTIFICATION

- Experience Certificate from Muhammad Ali Jinnah University.
- Experience Certificate from Kishwar Public School.
- Experience Certificates from State life of Pakistan.
- Experience Certificates from CBV Sindh Project.
- Experience Certificates from Town Health Office, Malir Town, Karachi.



AWARDS

- Best Teacher Award from Muhammad Ali Jinnah University.
- Teaching Award from AAO PARHAO.
- Best Performance Certificate in Polio Campaign Activities from Government of Sindh, Pakistan.
- Best Performance Certificate in Typhoid Campaign Activities.



SKILLS

Microsoft Office.	Public Speaking.	Research.	Customer Service.
Educational Leadership.	Classroom Management.	Tutoring.	Training.
Team Management.	Team Work.	Teaching.	Time Management.
Team Leadership.	Writing.		

ACTIVITIES

- Worked as a team member in Annual Function.
- Worked as a team member in Science Exhibition.
- Worked as a team member in Sport Event.
- Worked as a team member in Picnic and Tours.
- Worked as a coordinator in Creative Ideas Exhibition.
- Worked as a team member in different Seminars.
- Worked as a team member in National and International Conferences.
- Worked as a team member in different Exhibitions and Events.
- Participated in Writing and Story Writing Competitions.
- Participated in Debate and Speech Competition.
- Participated in Endeavoring for Heights.
International Women's Day Seminar.
14th March 2009.

INTEREST

- Reading
- Creative writing
- Internet
- Research
- Debate and Speech (Public Speaking)
- Travelling and exploring new trends

Pakistan Tour

Hyderabad.	Mirpur khas.	Lahore.	Islamabad.	Quetta
Peshawar.	Kashmir.	Sawat.	Naran Kaghan.	Muree
Kotli Sattian.	Skardu	Gilgit	Northern areas of Pakistan.	

International Tours

Saudi Arabia

- Exploring innovative style of working and Art and Crafts.

REFERENCE

Will be furnished on demand.