



ALTAF HUSSAIN

University of Malakand
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NWFP Pakistan

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PERSONAL PROFILE

An MBA graduate seeking a challenging and rewarding career within the management infrastructure where personal skills can be maximised to full potential. I am enthusiastic, adaptive and willing to learn in all environments, with excellent communication and team leading skills.

EDUCATION

- 2004 – 2006** **The University of Huddersfield, United Kingdom**
Masters of Business Administration – MBA
- 2003 – 2004** **Victoria English College, United Kingdom**
Certificate of achievement, General English Language.
- 2000-2002** **NWFP Agricultural University Peshawar, Pakistan**
MSc (Hons): specialization in Agricultural Economics
1st Division (83%)
- 1996 – 2000** **NWFP Agricultural University Peshawar, Pakistan**
BSc (Hons) in Agricultural Economics
1st Division (72%)
- 1994 – 1996** **Islamia College University of Peshawar, Pakistan**
Higher Secondary Certificate in Pre Engineering
1st Division (70%)
- 1984 – 1994** **Al-Farooq Public School Timeragara, Pakistan**
School Secondary Certificate in Science
1st Division (73%)

SKILLS & ACHIEVEMENTS

Team Working

- I have the experience of working in groups not only in academic but also in professional work. Several projects have oriented me in taking the leader role, where by I assigned members with tasks of their capability.
- Team working has also taught me how to share and achieve common goals. Through this I have become more aware of colleague views and opinions as well as being patient.

Communication

- Have gained a strong and effective skill, which has been highly developed through close contact with customers and group members whilst undertaking different jobs.

- During education the uses of presentations and product demonstrations have increased the confidence within me to provide effective and pin point information.
- I have the ability to manage diverse projects through constant communication techniques.

Computer knowledge

- Fluent experience in Microsoft Office packages as well in Windows and Xp.

Problem Solving

- Being with customers at work has showed me how manage people and solve queries in order to gain customer satisfaction.

Languages

- I am fluent in spoken and written English, Urdu and Pushtu.

EMPLOYMENT

- 2007-2008 UNIVERSITY OF ARID AGRICULTURAL RAWALPINDI**
My job responsibilities were teaching management sciences related subjects and dealing with students.
- 2008–2009 CITY UNIVERSITY OF SCIENCE AND INFORMATION TECHNOLOGY, PESHAWAR**
My job responsibilities were teaching management sciences related subjects and dealing with students.
- 2009-To date UNIVERSITY OF MALAKAND**
My job responsibilities are teaching management sciences related subjects and dealing with students.

MEMBERSHIP

- 2006-2007** Remained member of Records Management Society UK. Participated in annual conferences and exhibition organised by Records Management Society.

TRAINING

Successfully completed 15th Master Trainers Faculty Professional Development Program arranged by Higher Education Commission.

LEISURE ACTIVITIES

- Sports:** Enjoy participating in a variety of sports such as cricket and badminton to maintain fitness.
- Travel:** Find travelling pleasurable, meeting new people and most important to notice the culture.
- I.C.T:** Keeping up to date with information and technological advancements in companies.

REFERENCES

Supply on request

