



## **ALTAF HUSSAIN**

University of Malakand  
Chakdara Lower Dir  
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  
1<sup>st</sup> Division (83%)
- 1996 – 2000**      **NWFP Agricultural University Peshawar, Pakistan**  
BSc (Hons) in Agricultural Economics  
1<sup>st</sup> Division (72%)
- 1994 – 1996**      **Islamia College University of Peshawar, Pakistan**  
Higher Secondary Certificate in Pre Engineering  
1<sup>st</sup> Division (70%)
- 1984 – 1994**      **Al-Farooq Public School Timeragara, Pakistan**  
School Secondary Certificate in Science  
1<sup>st</sup> 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 15<sup>th</sup> 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

