

# Internship report on ptcl

Profession, Manager



Hiring Manager, Respected Sir, I am interested in working for your organization and have attached my “ Resume" for your consideration. I have done BBA.(Hon’s) with majors in “ Human Resource Management" from International Islamic University Islamabad, Pakistan. In summer 2010, I have done Internship in PTCL Headquarter (Pakistan Telecommunication Company Limited). I worked under the supervision of GM (Administration and Maintenance) which helps me a lot in learning many things as my work was associated with, purchasing of stationary and furniture, maintaining relationship with vendors, allocation of rooms to the new hired staff, maintenance of rooms, rooms furnishing, redesigning the sitting arrangement of all the departmental staff and other administrative and maintenance responsibilities. I have also done certain projects in my study career, organize a seminar and now I am willing to expand my Knowledge, learning and professional skills by accepting new challenges in the field of HR, administration and office support. I look forward to hearing from you soon. Thank you for consideration. Thanks & Regards, M Imran Sarwar, H. no-850, St. no-06, Model Town Humak, Islamabad Pakistan. E. mail: iimransarwar@gmail. com. Contact: 0300-2188806. RESUME M IMRAN SARWAR H. No-850, St. No-06, Model Town Humak, Kahuta Road Islamabad, Pakistan Tel: (Res) -0092-051-4491802/ (Cell. no): 0092-0300-2188806 Email: iimransarwar@gmail. com OBJECTIVE “ I would like to utilize my attitude, skills and professional approach in “ HRM" to obtain a rewarding and challenging position by coordinating with a team of highly experienced professionals for my personal as well as corporate growth". EDUCATION â†

BBA (Hons) Jan, 2012 International Islamic University, Islamabad. (CGPA-3.

35/4. 0) FSC (pre eng) 2007 KIPS College Lahore Pakistan. Matriculation 2004 Federal Government Boys High School, Model Town Islamabad, Pakistan. EXPERIENCE 45 Days internship in PTCL- Headquarter Islamabad (under GM administration & maintenance). Aug, 2010 to Sep, 2010. Key activities o Dealing with Vendors o Purchasing of Furniture and Stationary o Auctions o Allocation of rooms o Maintenance of rooms o Furnishing of rooms o Redesigning of employee sitting arrangement to improve coordination and to speed-up data processing. Conferences & Seminars Attended 2nd International Applied Business Research Conference held at Islamabad, Pakistan on December 09th, 10th, 2009. Seminar on “ Effective Networking in Business Organization” held at Islamabad, Pakistan on May 20th, 2010. Projects Recruitment and Selection process of Pak Suzuki Motor Company Limited. Compensation & Performance management system of PTCL. Employee Training & Development activities of Pak Suzuki Motor Company Limited. Organize a seminar on “ The Role of Entrepreneurship in Rural Development”. SKILLS Microsoft Office (2007) Words, Excel, PowerPoint. Good sports man spirit. Good Interpersonal and communication skills. Languages English, Urdu, Punjabi & Sindhi, Excellent reading, writing and speaking skills. CO-CURRICULAR ACTIVITIES Cooking Traveling Hiking Net surfing Personal Information S/O: Muhammad Sarwar DOB: 20. 02. 1989 Marital Status: Single Domicile: Sindh NIC No: 61101-5643605-9 P/Address Village Alipur, Tehsile khairpur-Nathann shah, District Dadu (Sindh). REFERENCE Muhammad Farooq Hussain Associate Professor,

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