



Muhammad Usman

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Address: House No: 201-A, Street No: 05, Block-A Zafar Colony Sargodha, 40100, sargodha, Pakistan (Home)

WORK EXPERIENCE

21/10/2024 – CURRENT Islamabad, Pakistan

ASSISTANT PROJECT DIRECTOR ARTISANS

Proactive and detail-oriented Assistant Project Director with hands-on experience managing construction site operations, ensuring project milestones for USEFP HQ are met efficiently while maintaining a strong foundation in civil engineering and effective team leadership.

12/07/2023 – 20/08/2023 Sargodha, Pakistan

SITE INTERNEE NESPAK, NLC, HIGHWAYS DEPT. PUNJAB

Dedicated Site Intern with practical experience at NESPAK and NLC, actively contributing to bridge and road pavement projects by assisting in pile works, concrete mix designs, and interpreting architectural and structural drawings, ensuring compliance with project standards.

15/08/2022 – 02/10/2024 Islamabad, Pakistan

SOCIAL MEDIA MANAGER TEAM LEAD SKYLIFT MARKETING

Strategic Social Media Manager Team Lead at Skylift Marketing, successfully driving engagement and brand growth through data-driven content strategies, platform management, and cross-functional collaboration to achieve measurable results.

04/04/2024 – CURRENT Islamabad

FINANCE AND CO-ORDINATION MANAGER AL-KAUSAR TRUST PAKISTAN

Efficient Finance and Coordination Manager at Al-Kausar Trust Pakistan, adept at managing documentation, streamlining financial cases, and ensuring seamless coordination to support the trust's operational objectives.

EDUCATION AND TRAINING

05/10/2020 – 24/07/2024 Taxila, Pakistan

BSC CIVIL ENGINEERING University of Engineering and Technology, Taxila

Website <https://www.uettaxila.edu.pk/> | **Field of study** Civil Engineering | **Final grade** 3.3/4

02/04/2018 – 08/05/2020 sargodha, Pakistan

FSC Punjab College Sargodha

Website <https://pgc.edu/> | **Field of study** Pre-Engineering | **Final grade** 951/1100

07/03/2016 – 30/03/2018 sargodha, Pakistan

MATRICULATION Dar-e-Arqam Model School Sargodha

Website <https://das.edu.pk/> | **Field of study** Science | **Final grade** 1050/1100

06/03/2010 – 10/02/2014 sargodha, Pakistan

HAFIZ-E-QURAN Dar-e-Arqam Model School sargodha

Website <https://das.edu.pk/>

● LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C2	B2	C1	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

● DIGITAL SKILLS

P6 Primavera | ETABS | SAFE | AutoCAD | Microsoft Office | Canva | Revit | Project writing, project development & project management | planswift

● COMMUNICATION AND INTERPERSONAL SKILLS

Interpersonal Skills

Communication / Teamwork & Collaboration / Adaptability / Attention to Detail

● PROJECTS

05/09/2023 – 02/06/2024

Analysis of Stepped Moats In Mitigation Flood

21/10/2024 – CURRENT

United States of Educational Foundation in Pakistan.

● CREATIVE WORKS

05/07/2022 – 08/08/2022

2D and 3D Rendering Expert

Utilized advanced techniques in both 2D and 3D rendering to bring creative visions to life for various projects. Proficient in industry-standard software and experienced in collaborating with teams to deliver high-quality results on time and within budget constraints