

SIBTAIN FRAZ

House No 13 Block C, Shah Rukn e Alam colony Multan, Pakistan.

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Sibtainfarazx@gmail.com



PERSONAL INFORMATION

- | | |
|------------------|-----------------------|
| • Father's Name | Muhammad Sarfraz Wafa |
| • Date of Birth | 12-03-1990 |
| • Marital Status | Married |
| • NIC Number | 35202-7629385-5 |
| • Nationality | Pakistani |

ACEDAMICS

- **M.Sc. Mass Communication** 2012
Department of Communication Studies, (BZU) Multan, Pakistan. **CGPA 3.04/4**

PROFESSIONAL PROFILE

A talented, results-driven Professional and have worked for a progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the organization's goal while achieving my personal goals.

STRENGTHS

- Forward planning and strategic thinking to achieve the goals.
- Problem solving and decision-making abilities.
- Have flair and excellent skills for Organizing, Administrative and Co-ordination activities.
- Sincere, hardworking and dynamic personality with proven track records.
- Excellent Communication Skills: Spoken, Written, Presentational.
- Efficient at multi-tasking and working in a fast paced environment; able to manage time, handle pressure and meet deadlines.

ORGANIZATIONAL EXPERIENCES

PAKISTAN CIVIL AVIATION AUTHORITY (PCAA)

Communication Officer (PBB Passenger Boarding Bridge) MIAP

Duration: February 11, 2020 –TILL DATE

Duties & Responsibilities:

- Coordinate all external/internal activities of the communications department
- Active Monitoring of all communicational activities.
- Establish and maintain positive working relationships with higher management.
- Other duties as assigned by supervisor.



Communication Assistant

(PBB Passenger Boarding Bridge) MIAP

Duration: January 01, 2016 – January 13, 2020

Duties & Responsibilities:

- Being responsible and rectifying any malfunctions related to the PBBs so that no damage could come to them which saved millions in rupees. This was achieved via a set of limit switches to constrain the PBBs movement around the rotundas, cab areas, canopies and tunnels of the jet bridge
- Calibrating and fully adjusting the distance sensors for the jet bridge in the cab area
- Other regular maintenance involving jet bridge

DYL MOTORCYCLES LIMITED



Coordination and Communication Assistant

Duration: January 14, 2013 – November 16, 2015

Duties & Responsibilities:

- Help implement communications strategies
- Provide administrative support to marketing teams
- Assist in maintaining and executing social media strategies
- Facilitate effective internal communications
- Prepare presentations and reports

ACHIEVEMENTS

- Attempt in the CSS exams of 2013
- Actively participated in dramatic activities like “**Indo-Pak Drama Festival 2007**” at GCU Lahore as **Assistant Production Manager**.
- Acknowledgement Award for the best Event organizer in University.
- College representative at “**World Performing Art Festival 2006 at Rafi Peer Theater**” Lahore.

EVENTS PARTICIPATION

- Youth employment problem conference at BZU
- Role of electronic media in rural areas at BZU
- Media ethics & Mass Media Today at BZU

CERTIFICATES

Linux end user system by Pakistan computer Bauru Ministry Information and Technology
3- Months MS Computer Course GTTI Multan.

KEY SKILLS

- Enjoy bearing responsibilities
- Always willing to learn more tasks
- Ability to work individual and as a teamwork
- Fluent in English, Urdu, and Punjabi.

REFERENCE

Will be provided on demand