

# Osama Bacha

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## Professional Summary

A well trained entity proved self on different environments from field to management, Known about the nature and hierarchy of an ordinary to standard organization. Better understanding of social and educational sector from secondary to primary level.

## Academics

- **Graduation in** (Journalism & Mass communication) University of Swat (kpk)

## Personal information

- Nationality Pakistani
- Domicile KP (Swat)
- Date of Birth 17-April-1996
- CNIC # 15607-0373773-7

## Past Professional Working Experience

Designation: **Writer and sub editor for headlines**  
Duration: **2 months**  
Organization: **Daily Chand Swat**

Designation: **R J for special Covid-19 transmission and program analyst**  
Organization: **Campus radio**  
Duration: **1 year**

Designation: **Call Operator**  
Organization: **United Cab**  
Duration: **3 months**

## Roles/Responsibilities

- To perform my duties with courage and honor.
- To build up social relation with colleagues, staff and clients
- To be part of sessions and get myself as well as them on the track

### ***Other Skills***

Hard skills	Soft skills
<i>Public relation skills</i>	<i>Problem solving</i>
<i>Social media management</i>	<i>Decision making</i>
<i>Computer literacy</i>	<i>Time management</i>
<i>Presentation skills</i>	<i>Team work</i>
<i>Content writing</i>	<i>Human resources management</i>
<i>Marketing Skills</i>	<i>Goal oriented</i>
<i>Media familiar</i>	<i>Communication skills</i>

### ***Languages***

*English, Urdu & Pashto*

### ***Computer Skills***

- *MS Office (Excel, MS Word, Power Point, Excel Data Base)*
- *Professional Use of different computer Software 's.*
- *Use of Internet and E-mail*