

Volume: 2 Issue: 2  
**NEWSLETTER**  
July-Dec 2015

**We Care  
for your  
Career!**



# Editorial Note

We are pleased to present our third Newsletter which is a reflection of our team's continuous efforts to provide quality services.

Navigating through the job process successfully requires intense preparation and smart choices. The personalized services provided by OCS helps UMT participants/graduates get internships or jobs that match with their career aspirations. This is made possible through the dedicated services of OCS whereby some of the leading companies hold on-campus recruitment drives which result in providing employment opportunities for our graduates. The mock interview sessions organized by OCS ensure that those who avail its services are well prepared to face professional corporate recruiters. In fact, this trend was visible strongly among our students at the UMT Career Fair 2015.

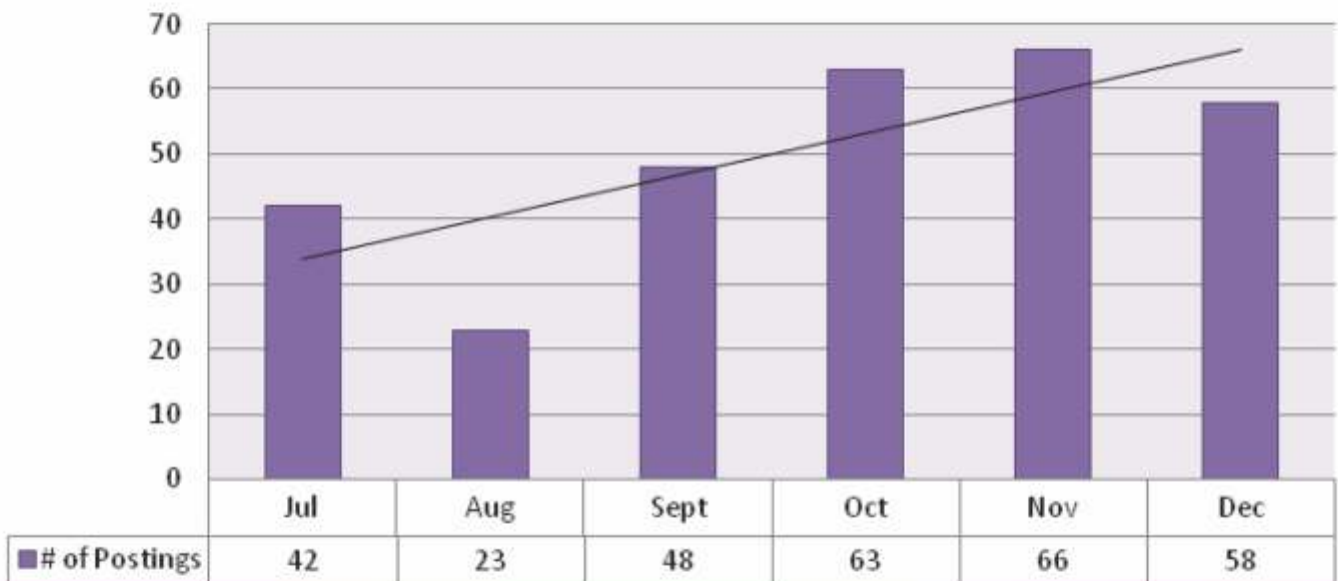
We are confident that after reading this, the readers will have a clear idea of their career goals and how to achieve them by availing the services of OCS. Your feedback and suggestions, if any, are always welcome.

**OCS Team**



# GRAPHICAL PRESENTATION OF CAREER PORTAL

**Total Jobs/Internships posted at Portal in  
Jul - Dec 2015**



# PLACEMENT RECORD

OCS played a key role in collaborating with diverse corporate recruiters and managed to facilitate and place the following students at renowned organizations. Few of the placement profiles are:

Sr	Student	Degree	Position	Organization
1	Abdul Majid	Masters in Supply Chain Management	Sales Officer	Trade Ally International
2	Adeel Qaisar	BS Electrical Engineering	Trainee Engineer	Electrech Pvt Ltd.
3	Adeel Sheikh	BS Media and Communication	HRD	Siddique Trade Centre
4	Aden Shafique	MS Electrical Engineering	Network Support Engineer	Worldcall
5	Adil Chand	MBA - Supply Chain	Banking Services Officer	Allied Bank Ltd.
6	Ahmad Imtiaz	MBA - Finance	Internship	OCS-UMT
7	Ahsan Chaudhary	BS Software Engineering	ICT Officer	Style Textile
8	Ali Zain Koreshy	BBA (H)	Marketing Executive	Harvest Topworth International
9	Alina Mughal	MBA - HR	Internship	Warid Telecom
10	Altaf Hussain	MBA	Business Service Officer	Faysal Bank
11	Amat-ul Mateen Noor	MBA - Finance	Business Service Officer	Faysal Bank
12	Amir Sattar	Masters in Computer Science	Android Developer	HSH Software
13	Amish raiz	MBA	Sales Consultanat Enterprise Solutions	DWP Tech
14	Aun Haider	MICr	Internship	OCS-UMT
15	Azib Mahmood	MBA - Finance	Internship	OCS-UMT
16	Ehsan	MBA	Supply Chain Executive	Raaziq International
17	Faiza Kalsoom	BE-Economics and Finance	Internship	OCS-UMT
18	Farooq Ahmad Khan	MBA	Management Trainee Officer - Finance/Accounts	Yum Group of Companies
19	Fazil Munir	MBA	Senior Sales Officer	Pakistan Cables
20	Hafiz Mahboob	MBA	MTO	US Denim
21	Hamza Rasheed	BBA (H)	Associate Consultant	360 Degrees Consultancy
22	Hamza Saleem	BBIT	Retail Banking	SilkBank
23	Hamza Shafqat	MBA - Finance	Branch Manager	Zenith
24	Hashim Arshad	BS - Accounting	Cutomer Relationship Officer	Bank Islami Pakistani
25	Hera Hanif	MPS	Management Trainee Officer - HR	Yum Group of Companies
26	Hurr Abbass	MBA	MTO	US Denim
27	Huzzair ibrahim	BS Electrical Engineering	Internship	Sui Northen Gas Pipelines Ltd.
28	Imran Raza	MBA	Cordinator Sales Marketing	Four Brothers
29	Islam Deen	BS Software Engineering	Internship	Trade Ally International
30	Jahangir Badar	BS Textile Engineering	Trainee Engineer	Sapphire Group
31	Kashaf Arshad	MBA	Internship	Master Enterprises Pvt. Ltd.
32	Khaola Shahid	MBA - Marketing	Research Executive	TNS Aftab
33	M Bilal	MBA/Textile Engineering	MTO	Shafi Texcel
34	M. Salim Qaz	MBA	Business Development Executive	FAKT Exhibitors Pvt. Ltd
35	Mansoor Riaz	Masters in Banking and Finance	Internship	State Bank of Pakistan
36	Mirza Ali Baig	BBA (H)	Internship	Adsells
38	Mohammad Ain Ul Hassan	Bachelors in Computer Science	Web Developer	Beger Connect

Sr	Student	Degree	Position	Organization
39	Mohammad Arif	MBA	Retail Banking	SilkBank
40	Mohammad Bilal Hassan	MCom	Retail Banking	SilkBank
41	Mohammad Shahzad	MBA Marketing	Sales Executive	TAQ
42	Mohsin Manzoor	BBA (H)	Retail Manager	Stylo Pvt. Ltd.
43	Mohsin Rasheed	Masters in Banking and Finance	Business Service Officer	Faysal Bank
44	Mubeen Ishtiaq	MBA - Banking and Finance	Assistant Investment Analyst	Lahore Stock Exchange
45	Muhammad Adeel Sheikh	Masters In Managerial Counseling	Assistant Marketing Manager	ABN Consultants
46	Muhammad Azam	MBA	Assitant Planning Officer	Packtech Pvt. Ltd.
47	Muhammad Bilal Nasir	MBA	Sales Officer	Service Sales Corporation
48	Muhammad Faizan Farooqui	MBA	T and D Officer	CCL Pharamcutical
49	Muhammad Hamza Shafqat	MBA - Finance	Business Service Officer	Faysal Bank
50	Muhammad Imran Farooq	BBA (H)	Trainee Retail Manager	Stylo Pvt. Ltd.
51	Muhammad Irfan	BS Textile Engineering	Management Trainee (Apparel Quality)	US Apparel
52	Muhammad Nouman	BS Electrical Engineering	Internship	WAPDA
53	Muhammad Omer	MBA - Supply Chain	Warehouse Officer	Marhaba Labortries
54	Muhammad Shahrayar	MS Information Technology	IT officer	Izhar Group
55	Muhammad Shazli Arshad	MBA	MTO/Industrial Engineering and Planning	Kalash
56	Muhammad Tahir Minhas	Masters in Computer Science	(IT Asst.)	Universe Dress Company
57	Muhammad Usman Saeed	BS - Industrial Engineering	Marketing & Sales Executive	Together Pvt. Ltd.
58	Muhammad Yousaf Atta	MBA	MTO Sales	Packages Limited
59	Nausherwan Iqbal	MBA - Supply Chain	Management Trainee Officer - Supply Chain/Purchase	Yum Group of Companies
60	Naveed Yousaf	MBA - Finance	Officer	DHS Pharma
61	Nawal	BCom	Retail Banking	SilkBank
62	Nazik Maqsood	MS Finance	Business Service Officer	Faysal Bank
63	Nazir Farid	MS Supply Chain Management	Project Executive	Raaziq International
64	Rabia Amin	MS Statistics	Business Service Officer	Faysal Bank
65	Raza Bajwa	MBA - HR	HRD	Siddique Trade Centre
66	Raza Saghir Barsal	Bachelors in Computer Science	PHP Developer	Brain Telecom
67	Raza Ullah	MCom	BDO	SilkBank
68	Rehan Mubashir	Masters in Banking and Finance	Assistance Taxation Officer	Interloop
69	Roha Aimen	Masters in Computer Science	Executive IT Retail Billing	Warid Telecom
70	Saad Ahmad	Masters in Banking and Finance	Internship	State Bank of Pakistan
71	Safeer ullah	MCom	Digital Outsourcing Services	Digital Outsourcing
72	Sahal Abbas	BS-Software Engineering	ETL/BI Developer	Analytics Pvt. Ltd
73	SAJJAD HAIDER	MBA - HR	Asst. Manager HR	US Apanel
74	Salman Mazhar	MS Supply Chain Management	Sr. Officer SAP	Orient

Sr	Student	Degree	Position	Organization
75	Samira Masud	Masters in Human Resource Management	Internship	Meezan Bank
76	Samran Javed	MBA	Commercial Executive	Packages Limited
77	Sana Akhtar	Masters in Computer Science	Internship	OCS-UMT
78	Sana Sarwar	MCom	Accounts Executive	Fortress Square
79	Sehar Qadeer	MCom	Intern turned Accounts Associate	FINCA Microfinance Bank
80	Shahbaz Ashraf	BBA (H)	MTO	US Denim
81	Shahzaib Farooq	BSc Textile	Management Trainee (Apparel Quality)	US Apparel
82	Suleman Hamza khalid	BBA (H)	Internship	Atlas Copco Pakistan Private Limited
37	Sundas Iqbal	MCom	Internship	ILM Fund
83	Syed Sajjad Ali Zaidi	MBA - Supply Chain	Client Service Officer	Din News
84	Talha Bin Jamil	Bachelors in Computer Science	Assitant Manager	Express Channel
85	Tayyaba Nawaz	Masters in Information Communication Technology	Internship	OCS-UMT
86	Tehreem Rehman	MBA - HR	HR Coordinator	Febcon Engineering
87	Umair Abbas	M Phil Economics	Business Service Officer	Faysal Bank
88	Umair Mustafa	MBA - Finance	Accounts Assistant	LDA
89	Umair Zubair	Bachelors in Computer Science	Sotware Engineer	NetSol Technologies
91	Umer Faheem	MBA - Marketing	Blog Manager	Stylo Shoes
92	Umer Javed	BS Electrical Engineering	Internship	Descon Engineering
90	Umme Habiba	MBA	Lecturer in Maths	Bahria School and Colleges
93	Usama	MBA	Marketing Exective	Master Tiles
94	Usman Ahmad	MCom	Business Service Officer	Faysal Bank
95	Usman ali	MBA - Finance	Officer	DHS Pharma
96	Usman Hanif	MBA - Supply Chain	AM Merchandiser	Style Textile
97	Usman Saeed	BS Industrial Engineering	Marketing & Sales Executive	Together Pvt. Ltd.
98	Zain Naseer	MBA - Supply Chain	Inventory Checker	Gul Ahmad Textile
99	Zain ul Abdin	MBA	MTO Procurement	Raiz Bottler Pvt Limited
100	Zareen Khan	MBA - Marketing	Intern turned Coordinator	OCS-UMT
101	Zia Ullah Tariq	Bachelors in Computer Science	Junior PHP Developer	Ashtex Solutions
102	Zohaib Rashid	MBA - Marketing	Relationship Officer	Bank Al Falah
103	Zoya Amjad	MCom	Service Ambassador	Faysal Bank
104	Zubair Ali	Masters in Computer Science	Internship	OCS-UMT
105	Zunair Hussain	Bachelors in Computer Science	Internship	Packages Limited

## Graduates Directories

OCS annually publishes Graduates Directories for the graduates of the academic programs offered by different

schools of UMT. The Graduates Directories for Business/Commerce and Computing Graduates were

shared with a large number of organizations for various job opportunities.

## Jobs Leads/Notification

OCS regularly updates the graduates regarding internship and job opportunities posted in

the leading newspapers and job portals and websites along with the MTO programs that are

announced by the known/leading organizations.

## OCS inks MoUs

### **Bayt.com**

OCS signed MOUs with Bayt.com, one of the leading jobsites of Middle East. This agreement will empower participants/alumni with all the tools necessary to help them find the right job and career path. Moreover, this will also provide key regional employers, a platform to optimize and manage recruitment processes by using

state of the art screening, sourcing and filtering tools.

Additionally, Bayt wishes to execute a free online training workshop for job seekers which; will guide them on “how to market yourself on the internet and how to find your dream job”. (The actual cost of the workshop is: \$99/- per job seeker)

### **PMN**

Pakistan Microfinance Network (PMN) has signed an MoU with the OCS in September 2015 under its academic linkages program. This marks the beginning of a collaborative relationship between the two organizations for mutually beneficial interventions.

## Capacity Building - Training/Counseling

OCS holds various counseling and training sessions on ‘CV Writing and Interviewing Skills’ with individuals and groups. HR professionals from the industry are also invited for such sessions.



Cybernet - Company Presentation



UMT Hostel - Counseling/Training

# Corporate Feedback

“On behalf of my team let me congratulate OCS for the success of UMT Career Fair 2015. Overall it was a warm and successful event and we are pretty contented with the overall arrangements. We appreciate all the efforts put together by UMT Management, and a personal gratitude to OCS team for on time support during the event.

The promising and focused level of your students was very overwhelming regarding their future goals. You will be glad to know that we have hired three students of UMT in our Management Trainee Program to flourish their professional experience with us.”

**Wasiq Hassan**  
Manager Human Resources  
YUM Group of Restaurants



## Success Stories



I am really grateful of OCS that they have recommended me to Orient. However, Orient has conducted rigorous test and interviews in order to maintain merit based selection for their post. Undoubtedly, UMT has made me able to absorb market competitive skills at both organizational and communication level simultaneously during last two years. In consequences of subtle learning experiences, i am succeeded to get my career path. Heartiest thanks to Allah, my parents and OCS at UMT for supporting me.

**Salman Mazhar (MSCM)**  
Sr. Officer SAP  
Orient Group of Companies

“OCS is working excellent! It is a bridge between Job seekers and Employers. This is the reason i am hired as an Assistant Manager - HR in a reputed firm today. I am very satisfied with the efforts of OCS. Keep it up!”

**Sajjad Haider (MBA)**  
Assistant Manager HR  
US Apparel & Textiles Pvt. Ltd.



I am pleased to inform the audience that OCS at UMT has helped me a lot in placing me at a reputed organization. Because of the Job Leads (market jobs sent by email) i applied at a few organizations from those leads and got placed at Institute for Policy Reforms (IPR) - a think tank from Humayun Akhtar Khan (Pepsi), in Lahore.

**Nabeel Abbas**  
IT Specialist  
Institute for Policy Reforms  
<http://ipr.org.pk>

# "Tap into your Talent" Visit OCS



## Open-Ended Questions



Tell me about yourself?	What are your greatest strengths/Weakness?	Where do you see yourself in 5/10 years?	What led you to pursue your degree/industry?
What areas of this profession are you most interested in and why?	Why are you interested in this position?	What accomplishment has given you the greatest satisfaction and why?	What do you know about our company/position?
What are your lifetime goals?	What did you learn in your last position?	What is your management style?	How well do you communicate in writing and orally? Give me some examples.
In what ways do you think you can make a contribution to this company?	How do you think other people describe you?	Why should I hire you?	How do you work under pressure?
Are you willing to travel? Relocate?	What are your salary history and future requirements?	What do you really want to do in life?	What are your long-range career objectives?
How do you plan to achieve your career goals?	What are the most important roles you expect in your business career?	Which is more important to you, the money or the type of job?	What motivates you to put forth your greatest effort?
What qualifications do you have that make you think that you will be successful in business?	How do you determine or evaluate success?	What do you think it takes to be successful in a company like ours?	In what ways do you think that you can make a contribution to our company?
What qualities should a successful manager possess?	Are you seeking employment in a company of a certain size? Why?	What kind of work environment are you most comfortable?	Why did you decide to seek a position with this company?
What two or three things are most important to you in your job?	Are you willing to spend at least six months as a trainee?	What criteria are you using to evaluate the company for which you hope to work?	Do you have a geographical preference? Why?
	Why do you think you might want to live in the community in which our company is located?	What have you learned from your mistakes?	

# SHARPEN THE SKILLS

# RECRUITMENT DRIVES



Berger RD 2015



Crescent Bahuman RD 2015



Nayatel RD 2015



UBL Fund Managers RD 2015



Sapphire Textiles RD 2015



Faysal Bank RD 2015

## Group Hiring by Faysal Bank

**Faysal Bank Limited** has selected **nine** UMT graduates for its MTO Program after conducting a successful employment test at UMT Campus on November 25, 2015. Following are the selected candidates.

Altaf Hussain MBA (Aug 2013)	Amat-ul-Mateen Noor MBA (Finance) (2016)	Mohsin Rasheed MBF (2015)	Muhammad Hamza Shafqat MBA (2016)	Zoya Amjad MCom (2015)
Nazik Maqsood MPhil (Finance) (Dec 2015)	Rabia Amin MS (Applied Statistics) (2016)	Umair Abbas MBA (2016)	Usman Ahmad MCom (Dec 2015)	

# Career Fair 2015

OCS organized a Career Fair in November in which more than 70 organizations from diverse background participated; the participating organizations exhibited 650 jobs. A large number of students and graduates directly met with the

HR Professionals and applied for the opportunities.

So far ten (10) placements have been reported in five (5) organizations which includes US Denim, US Apparel, Trade Ally International, Yum Group of Restaurant and Together Pvt. Ltd.

After the event, the number is expected to increase as the feedback from other organizations by the OCS is in process. Moreover, five(5) graduates have been offered internships in Finca Microfinance Bank and Silk Bank.



## Sponsors



## Mock Interviews

The Office organizes 'Mock Interviews and Employment Tests' in which senior professionals from diverse industry backgrounds are invited especially to interview the graduating participants and graduates to identify the key areas of improvement.

The mock interviews are video recorded and the



Mock Interview held in November

feedback of the interviewers is shared with the interviewees



Mock Interview held in September

for their guidance and better performance in next job hunt.

## Nestle Seminar on Women Empowerment

Nestle invited female graduating students and fresh graduates of UMT for its Seminar titled, 'Women Empowerment.' During the seminar, the graduates met with the senior HR professionals who guided them regarding their career pursuits.



## Company Presentations

The Global Operations Manager from Sparklist, Germany introduced their new 'Brand Ambassador Program' for job

seekers. A large number of participants attended and benefitted from this session.

The Sapphire Group HR Head along with his team visited UMT and briefed the students about the career opportunities in their organization.



Global Operations Manager - Sparklist, Germany



Sapphire Textile - Deputy Manager

# Career Planning

## Who

### Step 1 – Self Assessment

The 'who,' is you. It starts with thoroughly assessing yourself: what you like, what you're good at, and what matters to you in a job. Career assessments by the Career Advisors can provide information on your interests, abilities, values, and personality.

## What

### Step 2 – Identifying Options

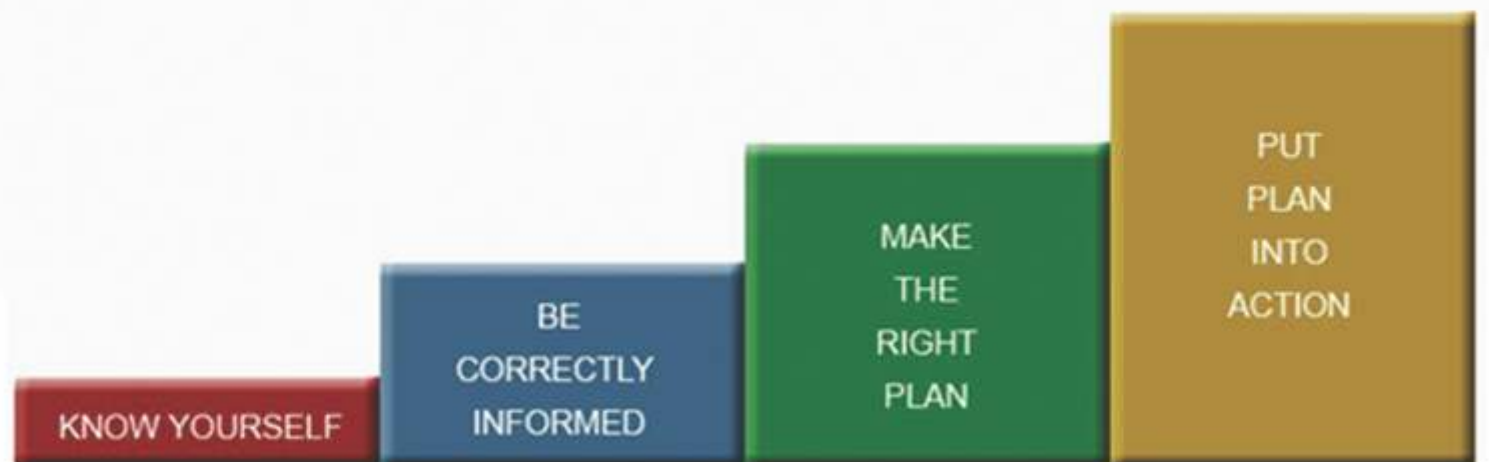
The next step involves identifying 'what' your options are when it comes to careers, gathering more information about them, and evaluating each on how well it fits you and what you want in a job.

## How

### Step 3 – Implementation

The third step involves on 'how' to pursue a career of your choice, including the selection of an appropriate major, identifying the kinds of world class experiences, skills, professional contacts, and other qualifications; which you will need prior to graduating, and coming up with a plan on how to get it. Use the career information databases to start learning about what you need.

## 4 STEPS FOR CAREER SUCCESS



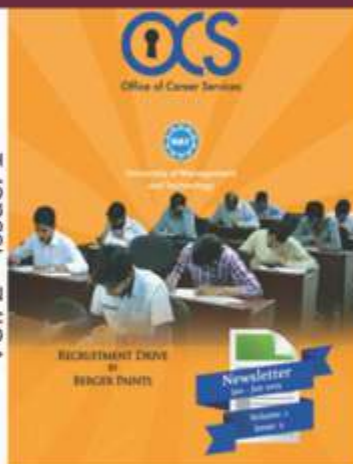
# OCS Publications

## OCS Newsletters

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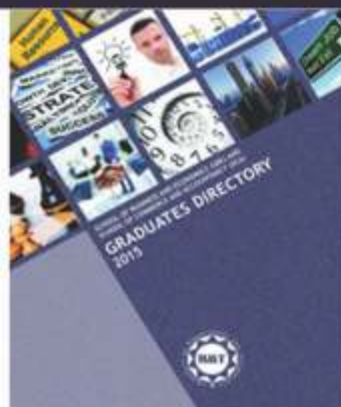
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## OCS Brochure



## Graduates Directories 2015



## Social Media: OCS is active on 360 degree social media platforms

### OCS Social Media Presence



# Meet the OCS Team



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**Please feel free to contact us at**  
ocs.mgr@umt.edu.pk



# OCS - FAQs

**Q: What is the Office of Career Services (OCS) at UMT and what is its role?**

**A:** The Office of Career Services (OCS) is here to facilitate and serve UMT participants in identifying their career growth and develop their career design according to their specific qualifications and needs. OCS helps UMT graduates in identifying their desired internship and job needs and equips them with the necessary tools which can help them in entering the right industry but also assist them with any challenges they might face in their career growth.

The core functions of OCS include personal and professional grooming sessions, CV/Cover letter writing and interviewing workshops, individual/group advisory services, mock interviews, recruitment drives, job fairs etc.

**Q: How can OCS help me as a currently enrolled participant/graduate?**

**A:** OCS enhances your personal and professional skills via wide range of career related activities such as counseling and grooming sessions about choosing the right degree majors, resume writing techniques and training workshops. Graduates are facilitated in obtaining information and recent updates about the job market. OCS also advertises information about vacant internship/job opportunity to participants and graduates both.

**Q: When can I begin using Career Services and when can I make my first visit to OCS?**

**A:** Once a participant is enrolled in UMT, he/she should visit OCS and maintain regular contact with advisors, participate in workshops

and must register at the career portal (<http://career.umd.edu.pk/>) to get latest updates about the activities and events being conducted at the campus.

**Q: Does OCS guarantee jobs?**

**A:** No. The OCS does not guarantee jobs; however it makes every effort that the candidates are well equipped with all the necessary tools to qualify for the right job. OCS posts vacant opportunities at their job portal (<http://career.umd.edu.pk/>) where participants/graduates register and apply directly by submitting their CV.

**Q: How can OCS help me find internship or full-time employment?**

**A:** OCS conducts myriad of activities to facilitate job search. The internship and job opportunities along with upcoming event/activity news are available at the OCS job portal which is accessible to public. Moreover, OCS recruits interns every two months for its own office to carry out various office related activities and tasks. For further information, participants/graduates may pay a personal visit, email or contact OCS team.

**Q: When can I visit OCS or meet with a career advisor to discuss career options?**

**A:** OCS is pleased to provide career information and services at its office from 09:00 AM to 06:00 PM. Participants may also contact the career advisor through personal visit, email and contact number provided at its portal (<http://career.umd.edu.pk/>) and publications.

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**Q: How do I get information on interview preparation/CV and cover letter writing?**

**A:** Participants must pick up an interview preparation handout from the OCS and explore it thoroughly. Sessions like interview/CV writing workshops and trainings can be attended by participants and graduates when announced. The information and schedule about the event will be available at: UMT's event calendar (<http://events.umd.edu.pk/>), career portal (<http://career.umd.edu.pk/>) and social media platform (<https://www.facebook.com/ocsumt/>).

**Q: How do I come to know about the upcoming OCS events and activities?**

**A:** It is imperative that participants/graduates should check their UMT email account regularly and maintain regular contact with the OCS. Graduates/alumni are requested to check their email account which they provide to the OCS team at the time of clearance for various upcoming events. Information may also be extracted from the UMT's event calendar (<http://events.umd.edu.pk/>), career portal (<http://career.umd.edu.pk/>) and social media platform (<https://www.facebook.com/ocsumt/>).