



How to Get Hired?

Career Workshop by SmartSindh

Mr. Faraz Mirza

Founder and CEO of Simcoe IT,
Co-Founder & CEO of Search O' Pal



Session Outline

- Career Roadmap Creation
- CV Writing
- Cover Letter Writing
- Use of Job Portals
- Research Jobs & Employers
- Job Applications Tracking
- Interview Preparation & Execution
- Follow-Up with Potential Employers
- Communication Skills

Career Roadmap Creation



Career Selection Problem



Reason: Career Selection Problem

No clear vision of
career paths

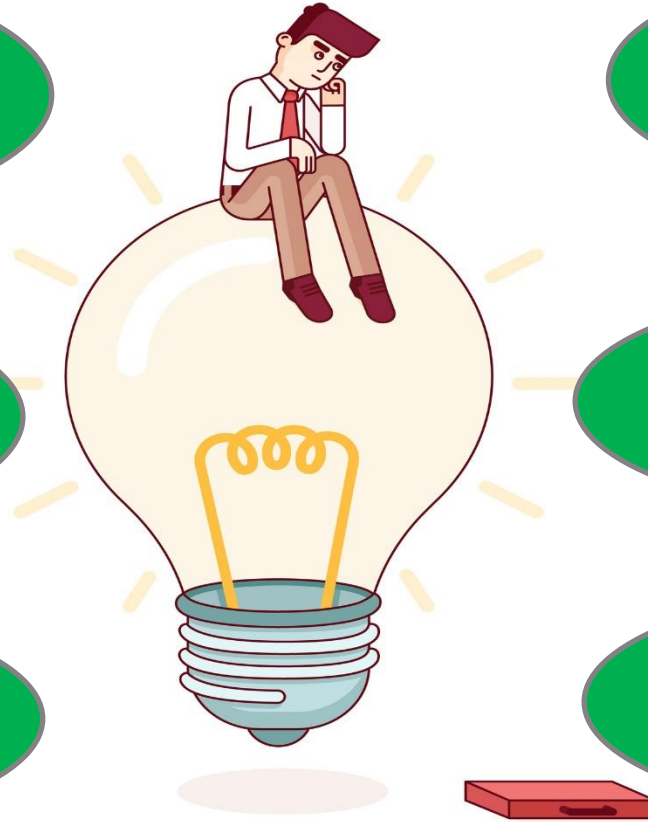
Lack Of Awareness

Lack Of Domains &
Sub-domains
Knowledge

Domain Value / Scope

Lack Of
Expertise /
Experience

Interest



Career Selection Factors



Solution



Awareness

- ***IT Professional -> Development | InfoSec | Sales | Vendor specific domain e.g IBM / Microsoft / VMware / Oracle etc.***
- ***Management Professional (BBA / MBA) -> Sales / Marketing / HR***
- ***Lawyer -> Corporate lawyer | Criminal lawyer etc.***

What You Want To Do & Available Opportunities

What excites and energizes you? | What are you good at?

- Find a Mentor
- Ask People Who Have Done It
- Take Tests
- Try Internship(s)

Career Goals Setting

SMART



Specific



Measurable



Attainable



Relevant



Time
Based



Career Goals Setting

Long-Term Goals

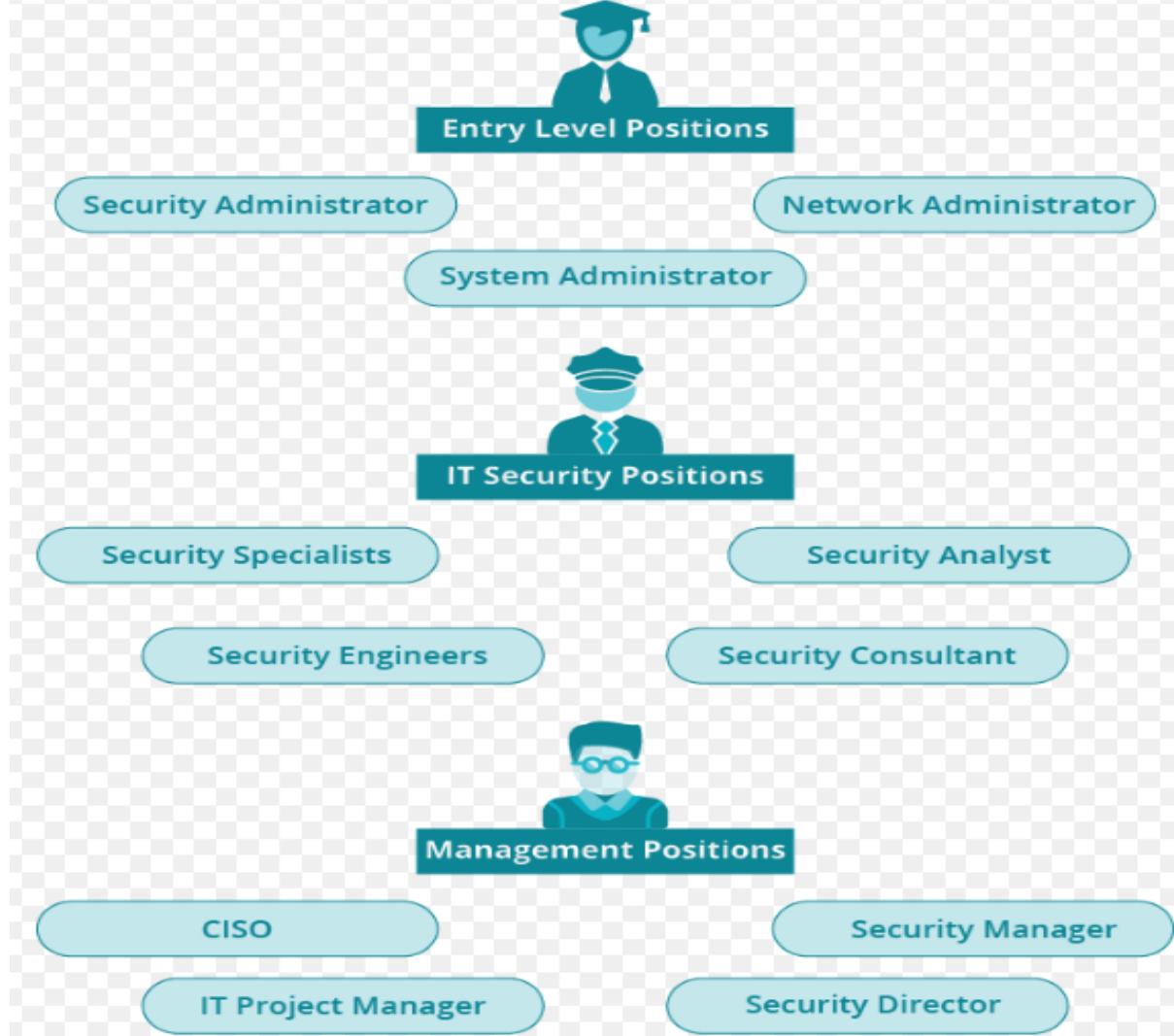
Divide long-term goals into:

- 1 year plan
- 3 years plan
- 5 years plan
- 10 years plan
- 20 years plan
- Retirement plan

Short-Term Goals

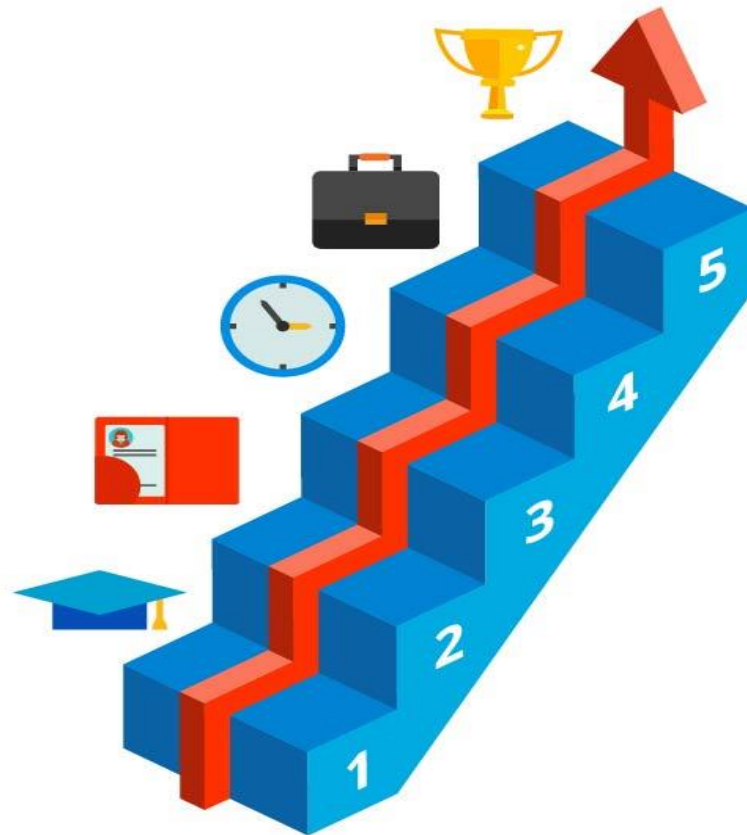
- Want to learn a new skill
- Want to get certified in some domain / technology / product
- Want to work on some specific project

Career Goals Setting



Career Growth

YOUR CAREER LADDER



Plan Your Career

Did you ever see a “Project Plan”?

LIFE is like a PROJECT, and we must

chalk down its PLAN

Skills Progress Chart

- Map defined career roadmap with current skills set
- Map defined career roadmap with future skills to be gained
- Skills gap analysis -> Fill the gap
- Create skills progress / growth chart
 - During studies
 - After studies

What are you doing when you are out of university and looking for job?

Did you learn / enhance any skill(s)?

Learn & Enhance Skills

- **Education**
 - Improve education (if required)
- **Skills / Expertise**
 - Short courses
 - Certifications
- **Experience**
 - Job
 - Internship
 - Volunteer Work

Go For Highly Skilled Job

CV Writing



CV Sections

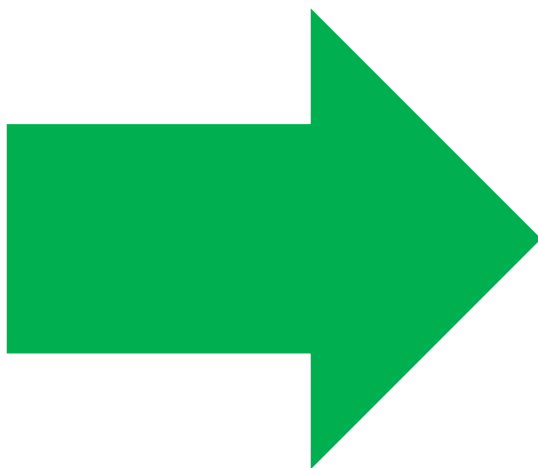
Option 1 [Do Not Have Experience]

- Header
- Profession
- Summary
- Skills
- Education
- FYP
- University Projects
- Courses
- Certifications
- Affiliations
- Achievements
- Work Experience
- Languages
- Interests
- References

Option 2 [Have Experience]

- Header
- Profession
- Summary
- Skills
- Work Experience
- Certifications
- Courses
- Affiliations
- Achievements
- Education
- Languages
- Interests
- References

Sample CV



Name

2011 Harman Street, New York, NY 11385
(347) 585-0781 - gdayvon@gmail.com - www.linkedin.in/dayvongoddard

FINANCE PROFESSIONAL

BUDGET ANALYSIS | ANALYTICAL REASONING | FINANCIAL STATEMENTS

Highly dependable Finance professional with extensive knowledge and experience in utilizing my academic training and knowledge in conducting financial analysis, presentations, and trend forecasting. Effectively performs daily financial responsibilities with accuracy and thoroughness. Excels as an individual contributor and in collaborative team settings, delivering tasks on time and to specifications. Experienced in developing and implementing successful financial strategies, which results in overall profitability and efficiency.

Risk Assessment	Trend Forecasting	Microsoft Office Suite
Strategic Relationships	Profit Optimization	Windows/Mac
Financial Analysis	Economic Assessment	Confidentiality
Account Management	Resource Management	Goal Orientated
Marketing Analysis	Financial Research	Service Reliability

EDUCATION

- Voorhees College Denmark, SC 2012-2016
- Bachelors of Science in Finance /GPA 3.3
- Major GPA 3.5

WORK EXPERIENCE

Finance Analyst (June 2015 – August 2015)
Empire Capital LLC – New York, NY

Hand-picked out of over 100 candidates to represent The Empire Capital LLC internship program where only 15 participants per year are selected to represent rising multicultural leaders for participating firms. Empire Capital LLC focuses on providing financial consulting services to fortune 500 companies.

- Developed, implemented and presented testing program for 2 Financial Analysis Systems used by Finance & Accounting teams which monitored over 1000 Registered Clients at Empire Capital LLC
- Verified that all monthly contract invoices amounting in over 1M were received and processed in a timely manner
- Analyzed current state of 30 trade alerts by exporting current parameters & consolidating results
- Collaborated with all teams at the broker dealer to understand the impact & purpose of various financial testing programs
- Reduced firm risk by delinking over 150 qualified plan accounts that were inadvertently loaded and do not require financial review
- Identified as a top performer among the 15 other Empire Capital LLC attendees
- Scanned and prepared for processing 150 invoices per week and distributed them to the necessary parties for approval upon receipt
- Managed the weekly check run under no supervision

CERTIFICATIONS AND HONORS

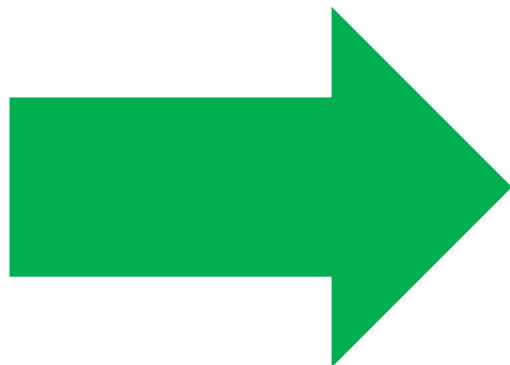
- Deans List (Fall 2013 – Fall 2015)
- Alpha Kappa Mu Honor Society
- Wells Fargo Scholarship Recipient
- Pell Grant Recipient

PROFESSIONAL AFFILIATIONS

- Enactus Member: 2013-2016
- Student Support Services Member: 2012-2016
- White Rose Social Club Vice President: 2014 - 2015



Sample CV



Name

2011 Harman Street, New York, NY 11385
(347) 585-0781 - gdayvon@gmail.com - www.linkedin/in/dayvongoddard

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CV File Name

Name-Job Post-Date-CV.doc/pdf



CV File Name – Bad Examples

Name	
 103349-php.pdf	{
 Akhtar Hussain CV-php.pdf	{
 CV Ahmad Zafar Baig-PHP-Call for Interview.pdf	{
 CV interview-php.pdf	{
 CV sami-php+android.pdf	{
 CV-Husnain-php+frontend.pdf	{
 Cv-php+frontend.pdf	{
 Danyal-php.pdf	{
 Fahad_Resume-php.pdf	{
 Hassaan Muneeb Alvi-php+laravel.pdf	{
 M.Ashhar_CV-php.pdf	{
 Muhammad Shehryar Azam CV-php.pdf	{
 Muhammad Ubaid (1)-php.docx	{
 My Resume CV-PHP.pdf	{
 My Resume(1)-php.pdf	{
 Shahzeb ashraf CV-php.pdf	{
 splresume-php+frontend.docx	{
 Umar CV.pdf	{
 Umar CV-php+laravel.pdf	{
 USMAN AMJAD CV-php+frontend.docx	{

Why Go Through So Much Hassle?

IT IS ALL ABOUT

ATTENTION TO DETAILS

&

HOW WELL AND PRECISELY YOU CAN PRODUCE INFORMATION

Cover Letter Writing



What Is Cover Letter

A cover letter is a one-page document or email that, along with your CV, is sent with your job application.

A cover letter is your chance to tell a potential employer why you are the perfect person for the position and how your skills and expertise can add value to the company.

Professional but Personable

Keep it short: Less. Is. More.

Cover Letter Elements

Greeting: Address your cover letter to the proper person.

Opening: Write a personable, opening paragraph that shows how your skills are a perfect fit to the job and displays your enthusiasm.

Hook: Highlight your past achievements as they relate to the job you are applying for. You want to target the company's needs—not your own.

Skills: Emphasize on additional relevant skills.

Close: Briefly recap your strengths as a candidate and include your contact information.

Cover Letter Sample

[Date]

Ms. Rhonda West
Customer Service Manager
Acme Inc.
123 Corporate Blvd.
Sometown, CO 50802

Re: Customer Service Representative Opening (Ref. ID: CS300-Denver)

Dear Ms. West:

I was excited to see your opening for a customer service rep, and I hope to be invited for an interview.

My background includes serving as a customer service associate within both call-center and retail environments. Most recently, I worked on the customer service desk for Discount-Mart, where my responsibilities included handling customer merchandise returns, issuing refunds/store credits, flagging damaged merchandise for shipment back to vendors and providing back-up cashiering during busy periods.

Previously, I worked within two high-volume customer-support call centers for a major telecommunications carrier and a satellite television services provider. In these positions, I demonstrated the ability to resolve a variety of issues and complaints (such as billing disputes, service interruptions or cutoffs, repair technician delays/no-shows and equipment malfunctions). I consistently met my call-volume goals, handling an average of 56 to 60 calls per day.

In addition to this experience, I gained considerable customer service skills during my part-time employment as a waitress and restaurant hostess while in high school.

I also bring to the table strong computer proficiencies in MS Word, MS Excel and CRM database applications and a year of college (business major). Please see the accompanying resume for details of my experience and education.

I am confident that I can offer you the customer service, communication and problem-solving skills you are seeking. Feel free to call me at 555-555-5555 (home) or 555-555-5500 (cell) to arrange an interview. Thank you for your time—I look forward to learning more about this opportunity!

Sincerely,

Sue Ling

Enclosure: Resume

Bad Examples

The screenshot displays an email client interface. On the left, an inbox list shows several emails. The top email is from faraz.mirza@simcoeit.com with the subject 'RE: QA internship' and the body 'CV is missing. Thanks, Faraz Mirza'. Below it are emails from Danish Dani, tayyaba anum (Application for job), rafia ayub (cv), No Name (Fwd: CV as an android developer), Talha Satti (QA internship), Rehan Waseem (CV for QA Internship), Nextdoor Digest, waleed omer (QA Internship), bilal ahmed (cv), and imran malik (Applying for intern QA C/O Sakib Janjua). On the right, the details of the selected email are shown. It is a reply from faraz.mirza@simcoeit.com to 'Moneeb Haroon' with the subject 'RE: QA internship'. The body contains the text: 'CV is missing.', 'Thanks,', and contact information for Faraz Mirza (CEO of Simcoe IT Limited). Below this is the original email header from Moneeb Haroon.

From	Date	Subject
faraz.mirza@simcoeit.com	8/7/2018	RE: QA internship
Danish Dani	8/7/2018	QA Internship
tayyaba anum	8/7/2018	Application for job
rafia ayub	8/7/2018	cv
No Name	8/6/2018	Fwd: CV as an android developer
Talha Satti	8/6/2018	QA internship
Rehan Waseem	8/6/2018	CV for QA Internship
Nextdoor Digest	8/6/2018	Top post: Carpet water extraction
waleed omer	8/6/2018	QA Internship
bilal ahmed	8/6/2018	cv
imran malik	8/6/2018	Applying for intern QA C/O Sakib Janjua

Reply **Reply All** **Forward**
Tue 8/7/2018 11:09 AM
faraz.mirza@simcoeit.com
RE: QA internship
To: 'Moneeb Haroon'

CV is missing.

Thanks,

Faraz Mirza
CEO
Simcoe IT Limited
E: Faraz.Mirza@SimcoeIT.com
T: +92 336 529 7921
Skype: m.faraz.mirza
W: www.SimcoeIT.com

From: Moneeb Haroon <moneebharoon@gmail.com>
Sent: Tuesday, August 7, 2018 10:39 AM
To: Faraz.Mirza@simcoeit.com
Subject: QA internship

Bad Examples

All Unread By Date ▾ Newest ↓

faraz.mirza@simcoeit.com
RE: QA internship 8/7/2018
CV is missing. Thanks, Faraz Mirza

Danish Dani 8/7/2018
QA Internship

tayyaba anum 8/7/2018
Application for job

rafia ayub 8/7/2018
cv

No Name 8/6/2018
Fwd: CV as an android developer
----- Forwarded message -----

Talha Satti 8/6/2018
QA internship

Rehan Waseem 8/6/2018
CV for QA Internship
Respected Sir,

Nextdoor Digest 8/6/2018
Top post: Carpet water extraction

waleed omer 8/6/2018
QA Internship
Dear Sir /Madam,

bilal ahmed 8/6/2018
cv

Tue 8/7/2018 10:37 AM
Danish Dani <danish.dani76@gmail.com>
QA Internship
To Faraz.Mirza@simcoeit.com

Danish-CV(updated).pdf 215 KB

?

Bad Examples

All Unread By Date ▾ Newest ↓

faraz.mirza@simcoeit.com RE: QA internship CV is missing. Thanks, Faraz Mirza	8/7/2018
Danish Dani QA Internship	8/7/2018
tayyaba anum Application for job	8/7/2018
rafia ayub CV	8/7/2018
No Name Fwd: CV as an android developer ----- Forwarded message -----	8/6/2018
Talha Satti QA internship	8/6/2018
Rehan Waseem CV for QA Internship Respected Sir,	8/6/2018
Nextdoor Digest Top post: Carpet water extraction	8/6/2018

Tue 8/7/2018 12:30 AM

tayyaba anum <tayyabaanum1992@gmail.com>
Application for job ?

To Faraz.Mirza@simcoeit.com

Tayyaba Anum cv.docx
64 KB

Bad Examples

cv X Current Mailbox

All Unread By Date Newest

faraz.mirza@simcoeit.com RE: QA internship CV is missing. Thanks, Faraz Mirza	8/7/2018
Danish Dani QA Internship	8/7/2018
tayyaba anum Application for job	8/7/2018
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Nextdoor Digest Top post: Carpet water extraction	8/6/2018
waleed omer QA Internship Dear Sir / Madam,	8/6/2018
bilal ahmed cv	8/6/2018
imran malik Applying for intern QA C/O Sakib Janjua	8/6/2018

Reply Reply All Forward

Tue 8/7/2018 11:09 AM

faraz.mirza@simcoeit.com

RE: QA internship

To 'Moneeb Haroon'

CV is missing.

Thanks,

Faraz Mirza
CEO
Simcoe IT Limited
E: Faraz.Mirza@SimcoeiT.com
T: +92 336 529 7921
Skype: m.faraz.mirza
W: www.SimcoeiT.com

From: Moneeb Haroon <moneebharoon@gmail.com>
Sent: Tuesday, August 7, 2018 10:39 AM
To: Faraz.Mirza@simcoeit.com
Subject: QA internship

Bad Examples

cv X Current Mailbox

All Unread By Date Newest ↓

faraz.mirza@simcoeit.com
RE: QA internship
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Danish Dani
QA Internship 8/7/2018

tayyaba anum
Application for job 8/7/2018

rafia ayub
cv 8/7/2018

No Name
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----- Forwarded message ----- 8/6/2018

Talha Satti
QA internship 8/6/2018

Rehan Waseem
CV for QA Internship
Respected Sir, 8/6/2018

Nextdoor Digest
Top post: Carpet water extraction 8/6/2018

waleed omer
QA Internship
Dear Sir /Madam, 8/6/2018

bilal ahmed
cv 8/6/2018

imran malik
Applying for intern QA /C/O Sakib Janjua 8/6/2018

Reply Reply All Forward

Mon 8/6/2018 7:47 PM

waleed omer <waleedomer227@gmail.com>
QA Internship

To Faraz.Mirza@simcoeit.com

PDF Waleed_CV.pdf
254 KB

Dear Sir /Madam,
I am writing to enquire if you have any vacancies in your company related to Internship at your organization . I enclose my CV for your information
As you can see, I have had extensive vacation work experience in office environments, In Software Engineering and In Mobile and Web Development and excellent expertise in Mobile Application Testing, Ethical Hacking, Information Security Auditing and Network testing and good knowledge in Software Quality and Assurance, giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team. I would also love to work that how thing work in your organization and the work flow . I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile.
I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.

Yours sincerely
Waleed Omar
[+923356486557](tel:+923356486557)
Islamabad, Pakistan

Do Research About Employer

faraz.mirza@simcoeit.com

All Videos Images News More Settings Tools

About 205 results (0.46 seconds)

Faraz Mirza - CEO - Simcoe IT Limited | LinkedIn
<https://www.linkedin.com/in/faraz-mirza>
View Faraz Mirza's profile on LinkedIn, the world's largest professional ... Founder & CEO at Simcoe IT Limited | Entrepreneur | Trainer | Student Counselor.

Simcoe IT Limited | LinkedIn
<https://pk.linkedin.com/company/simcoeit>
Learn about working at Simcoe IT Limited. ... See who you know at Simcoe IT Limited, leverage your professional network, and get hired. ... Faraz Mirza. CEO.

Faraz Mirza | Simcoe Geoscience
www.simcoegeoscience.com/about-faraz.php ▾
Faraz Mirza is a founding Director and Information Technology Manager of Simcoe Geoscience Limited. He is a young, enthusiastic and motivated entrepreneur ...

Careers | Simcoe IT Limited
simcoeit.com/careers.php ▾
Our Successful Web, Mobile App, Quality Assurance And SEO Projects Showcase.

Simcoe It - Home | Facebook
<https://www.facebook.com> > Places > Islamabad, Pakistan
★★★★★ Rating: 5 - 10 votes
Simcoe IT is an information technology company with strong business interest in competitive solutions for Web, Mobile Applications, Software Development, ...

Simcoe It - Beiträge | Facebook
<https://de-de.facebook.com> > Orte > Islamabad > Simcoe It

Do Research About Employer






Secure | https://www.linkedin.com/search/results/all/?keywords=faraz%20mirza&origin=GLOBAL_SEARCH_HEADER

in Search faraz mirza

Home My Network Jobs Messaging Notifications Me Work Free Upgrade to Premium

People Jobs Content More ▾ People filters Connections ▾ Locations ▾ Current companies ▾ All Filters

Showing 99 results

-  **Faraz Mirza** • 1st
Recruitment Consultant
Pakistan
107 shared connections
[Message](#)
-  **Faraz Mirza** • You
Founder & CEO at Simcoe IT Limited | Entrepreneur | Trainer | Student Counselor
Federal Capital & AJK, Pakistan
-  **Faraz Ahmed Mirza** • 2nd
Software Engineer at Avanza Solutions
Pakistan
37 shared connections
[Connect](#)
-  **Mirza Faraz Baig** • 2nd
IT Manager/ PM-Agile Scrum/ Health Informatics Expert/ CTO/ Software Development ...
Pakistan
25 shared connections
[Connect](#)
-  **Mirza Faraz Baig** • 2nd
Assistant Superintendent at Law Department Government of Sindh
Pakistan
28 shared connections
[Connect](#)

Your dream job is closer than you think
[See jobs](#)
LinkedIn

Message

Do Research About Employer

The image shows a Google search interface with the query "faraz mirza simcoe it". The search results are filtered to "Images". Below the search bar, there are several image thumbnails. The first thumbnail, which is circled in red, shows a woman in a professional setting, likely an office or conference. The other thumbnails are promotional materials for Simcoe IT, including service lists, hiring notices for PHP and Front-end developers, and various business cards and brochures. The search results also show filters for "incorpor", "technology", "competitive", "simcoe geoscience", "optim", "designing", "was incorpor", "limited", and "strong".

Use of Job Portals



Career Networking & Job Portals

Search O' Pal

LinkedIn

Job Portals



Search O Pal Profile Creation

- Create a very professional looking profile
- Add maximum information
- Keep updating profile



Search O Pal Profile



Ameer Hamza Baig

Co-founder & Technologist

+92 332 451 0286

ameer.hamza@searchopal.com

View Resume

TALK TO AMEER

Ameer's Academics

University/Institute
NUST

Qualification
Software
Engineering(contd).

Passing Year
2023

Ameer's Skills

Web-app development: Python, django, HTML, CSS, SASS, Javascript, MySQL, PostgreSQL, sqlite3. Cloud skills: AWS(EC2, Route53, S3, Workmail, SES)

About Ameer

I'm the Co-Founder and technologist of Search O' Pal and a Software Engineering student at NUST with great interest in developing robust web based systems that not only look good but also perform good.

Ameer is Interested in

Technologies

Python, Django, Javascript, React JS, Dart and Flutter

Markets

IT and Watches

Ameer's Company

Name

Search O' Pal

Category

Online Portal

No. of Employees

2

Website

www.SearchOPal.com

Description

A free portal to search fellow alumni, friends & professionals. Showcase profiles along with CV to get career benefits.

Ameer's Residence

City

Islamabad

Country


Pakistan

Job Search

- Search jobs with different keywords
- Use filters for job search
- “Like” jobs related posts







LinkedIn Profile



Shaharyar Shaikh • 1st
Principal Cloud Solution Engineer, APAC at Oracle Malaysia
Pakistan

[Message](#) [More...](#)

 Oracle Malaysia
 Anglia Ruskin University
 See contact info
 See connections (500+)

• A seasoned IT professional with a proven track record in information security, technology consultancy, cloud Infrastructure, mobile solutions, cyber security, infrastructure security, integrated service management and IT governance and planning.
• Possess excellent interpersonal skills is eager to be challenged in order to enhance IT skills gained through previous experiences.
• Apart from the above mentioned competencies, has complete command over business analysis, competitive intelligence, consultative & technical selling and team building.
• Being a proactive individual is always eager to learn and share knowledge, has been very successful in delivering trainings and conducting consultancies on all the above mentioned topics and would like to pursue a career as a trainer and consultant in the fields of technical sales and various aspect of IT

=====
Specialties:
• Information Security Practitioner • Technical Consultant/ Adviser / Analyst on Information Security • Cloud Infrastructure, Mobile Solutions • Cyber Security (Technical Consultant)
• Infrastructure Security (Technical Consultant) • Integrated Service Management • IT governance and Planning • Technical sales • Training Consultant

=====
An open networker by nature, i would welcome connection requests from professionals from similar background interested to know various aspects of IT. I can also be contacted for the positions of Information Security Consultant/Analyst/Advisor.











Being a professional trainer, I offer my services to organizations who would like to enhance capabilities of their staff members in the fields of technical sales and IT. My services also include:
- Introductory Trainings
- Consultancies

You can contact me through the following sources:
Cell/Watsapp : +92(322) 220-0077
E-mail : syar79@hotmail.com
Twitter Handle : @Syar79
Skype: shaharyarsh



[See jobs](#)

LinkedIn

People Also Viewed

-  **Tanveer Ansari** • 3rd
Global Exports Manager HR/Admin
-  **Bakhtiar Mumtaz** • 2nd
Sales & Procurement Specialist
-  **Ali Zaidi** • 2nd
IT Security | Cyber Security
-  **Nauman Shehzad** • 2nd
Cloud Evangelist at Oracle; helping customers with best-of-breed fully integrated Solutions
-  **Harris Butt** • 2nd
ERPs, Enterprise solutions and Infrastructure
-  **Muhammad Zeeshan** • 2nd
Business Development Manager at Oratech Systems
-  **Farhan Asfi** • 3rd
V.P at EFU General Insurance Ltd
-  **Hina Rauf** • 2nd
Head of HR at Confidential Firm
-  **Shoaib Khan** • 3rd
International Portfolio Analyst (Credit Analyst) at National Bank of Pakistan
-  **syed ahmed** • 3rd
Business Owner at SAFEWAY FIRE & SECURITY

Learn the skills Shaharyar has

-  **Advanced Cloud Native Go**
Viewers: 4,439
-  **AWS for DevOps**

LinkedIn Profile

Experience



Principal Cloud Solution Engineer, APAC

Oracle Malaysia

Sep 2018 – Present · 1 mo

Principal advisor on Cloud technology, Security and Manageability



Oracle

3 yrs 5 mos



Security Solution Specialist, ASEAN

Jun 2017 – Sep 2018 · 1 yr 4 mos

ASEAN



Country Sales Lead, Digital Security

May 2015 – May 2017 · 2 yrs 1 mo

Pakistan

- Leading Digital Security business across Pakistan.
- Ensuring customers understands the risk behind On-Prem and Cloud environment. Advise appropriate measures to mitigate those risk and providing both On-Prem and Cloud Security.
- Successfully transforming the security as cost to security as a revenue/asset protection mindset, giving positive ROI on major security projects.

See less



Oracle Digital Security

Job Portals

DON'T LIMIT YOURSELF TO PAKISTANI JOB MARKET

www.searchopal.com

<https://www.rozee.pk>

<https://rightjobs.pk>

<https://www.dubizzle.com>

<https://www.bayt.com/en/pakistan>

<https://www.naukrigulf.com>

<https://www.monstergulf.com>

<https://www.gulftalent.com>

<http://new.brightspyre.com>

<https://www.indeed.com.pk>

<http://www.pakistanjobbank.com>

<https://www.totaljobs.com/jobs/in-middle-east>

<https://www.pkjobs77.com/jobs/region/pakistan/job-jobs>

<https://www.careerjet.com.pk>

<https://dutyjob.com>

<http://www.talenthunters.com.pk>

<https://www.monster.com>

<http://www.goinglobal.com>

<http://www.jobz.pk>

<http://www.bayrozgar.com>

<https://www.mustakbil.com>

<http://www.apnijobs.pk>

<https://pk.tiptopjob.com>

<https://pk.jobrapido.com>

<https://pk.gigajob.com>

Research Jobs & Employers



Research Jobs

- Use Your Network
- List and research target organizations



Research Employers

- Look into company's services / products
- Number of offices and locations
- Type of customers
- Type of projects



Job Applications Tracking



Job Applications Tracking

Position	Company	URL	Person of Contact	Designation	Email Addresses	Phone	Application Deadline	Application Status	Date Applied	Follow-up Date	Employer Comment	Action Items
Transportation Analyst	NFI Industries	http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?APath=2.21.0.0.0&job_id=J3H74G752582Z1YLPJR&showNewJDP=yes&IPat	Leslie Hafter (LI) - James Huete	Director of Talent Acquisition - Transportation Management Coordinator				Emailed -				
Supply Chain Analyst	FMC Corporation	http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?APath=2.21.0.0.0&job_id=HR0MF7744T30RDQM23&showNewJDP=yes&IPath=JRKVOE	Sooraj Nair CPIM - Alexis King Cheri Collins	Supply Chain Analyst - Human Resources - HR Director	pooja.gupta@fmc.com alexis.king@fmc.com cheri.wideman@fmc.com							
Vendor Buyer Relations Analyst	Burlington Stores	http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?APath=2.21.0.0.0&job_id=3H20L79DD48BLF18XZ&showNewJDP=yes&IPat	Mike Roeder - Colleen Brady Shea - Alison Smith	Senior Financial Analyst - Human Resources Manager - Vendor Relations Analyst								
Production Coordinator	Global Employment Solutions	http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?APath=2.21.0.0.0&job_id=8G78M6V7WHTS14CTWX&showNewJDP=yes&IPath=JRKVOV	Mike Coulter - Jimmy Matthews - Maria Coppa	All Recruiters	m.coulter@gesnetwork.com - jmatthews@gesnetwork.com - mcoppa@gesnetwork.com							
Logistics Coordination Supervisor	Barry Callebaut	http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?APath=2.21.0.0.0&job_id=HT1PB77FMPJ1X6DWH&showNewJDP=yes&IPath=JRKVGVC	Hyder Mirza - Kristine Rinnier Jean Marc Desheraud	Logistics Supervisor - Logistics Coordinator - Site Manager	Barry-Callebaut							
Materials Manager	Convectus HR	http://www.indeed.com/cmp/ConvectusHR-LLC/jobs/Material-Manager-cb0948bc0760d94d?q=Supply+Chain	Just send in application. Go to linkedin page and see it's a one man team									
Logistics Analyst	Preferred Sands	https://home.eease.adp.com/recruit2/?id=13821641&t=1	Justine Monzo - Matt Navea - Lauren Boegner	Supply Manager - Director - Human Resources	Preferred.com							
Supply Specialist	ASR International Corp	http://www.indeed.com/cmp/ASR-International/jobs/Supply-Specialist-2f47549477587431?q=Supply+Chain	Gregory Ferguson - Joe McCabe	Consultant - Logistics Manager	asrintl.com							
Export Logistics Coordinator	BDP International	https://bdpinternational.mua.hrdepartment.com/hr/ats/Posting/view/422	Jason Carl - Gene Bazemore - Noel Ridlon	Director of Operations - Logistics Supply Chain - Human								
Outbound Logistics Operations	TESLA	https://www.teslamotors.com/careers/job/outbound-logisticsoperations-gigafactory-36204		Wayne Jackson - Rachel Su - Bradley Mayhew - Evan Blackwell - Cristine Pajarillo	Recruiter - Supply Chain - Logistics Manager - Lead Mill Ops -							

Interview Preparation & Execution



Interview Preparation

- Do research about
 - Employer
 - Job post
 - Past projects
 - Map past projects with your job role and skills
 - Upcoming projects
- CV Details
 - Have deep knowledge of every word in your CV
- You should be able to explain your past work & skills
- Be clear in your head what you want from the job
- Salary
 - Research about salary for the job position



Interview Day

- Dress-up properly
- Show up on time
- Show enthusiasm
- Have 2-3 copies of CV with you
- Answer questions with reference to customer's business / projects (if possible)
- Add examples/references/company situation to support answers
- If you don't know something, say I can look into that and learn more about it and mention such situation happened in the past
- Be natural
- Provide true information

Interview Day

- Ask questions
 - About company
 - Job role
 - Career growth roadmap
 - Team you will be part of
- Get follow-up date from interviewer
- Get contact person's details for follow-up
- Salary Negotiation
 - You should be able to accept / reject salary offer on the spot

Follow-Up With Potential Employers



Application / Interview Follow-Up

- Follow-up of job application
 - Be professional
 - Be polite
 - Show interest in the job
 - Use email (preferably)
 - Have patience
- Follow-up of job interview
 - Be polite even if no response
 - Have patience

Stay Connected With Potential Employers

- No response / opportunity doesn't mean you are not qualified so stay connected.
- Stay connected with potential employers through Email / Job Portals etc. to update them about your professional progress so that you might get opportunity in future.



Communication Skills



Communication Skills

Work on communication skills

- Learn Business Communication
- Communication Channels
 - In-person / Face-to-face
 - Email
 - Phone
 - Messaging
 - Job Portals
 - Social Media
- Be very responsive to employer's email/call/message



Thank You!

