



OCS mission is to provide participants/alumni with support, resources and opportunities to make informed career decisions

We Care for your Career!

About OCS

The Office of Career Services (OCS) facilitates all participants/alumni of UMT and the corporate employers in building strong professional relationship between them. We, at OCS, are the premier source to engage participants/alumni and connect them to the world of opportunities. We do this simply by helping participants to explore latest labor market trends and choose their academic majors according to their career goals and make informed career decisions.

This is followed by sharing career options best suited to individual requirements in developing professional approach for workplace success and making optimum use of acquired skills and strengths. Dedicated OCS team is ready to assist and guide UMT participants/alumni to pursue their career goals benefiting participants/alumni and employers.

To take advantage, participants should maintain a regular, consistent and continuous contact with OCS throughout their journey and stay at UMT.



Career Planning Guide



Personal Brand Management



Your personal brand is what differentiates you from others



How you see yourself and how others see you!!!



Discover how to

- Utilize your inner self
- Build the unique brand that is **YOU**
- Stand out from others

Master how to

- Market yourself
- Design your unique personal brand



ME INC. - ME INCORPORATED

Discover a world class brand in you

GUIDING TRANSFORMATION THROUGH COLLABORATION



OCS - FAQs

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

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 specified needs. OCS helps UMT Graduates in identifying their desired Internship/job needs and equip them with the necessary tools which may help them not only 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: When can I begin using Career Services? OR When can I make my first visit to OCS?

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.umt.edu.pk/>) to get latest updates about the activities and events being conducted at the campus.

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

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?

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.umt.edu.pk/>) and publications.

Q: Does OCS help me in providing information about latest job opportunities abroad?

Yes. OCS has signed a MOU with Bayt.com (The Middle East #1 Job Site). Bayt.com shares a web platform with UMT graduates to connect with them and assist them to explore various job opportunities in GCC Countries. The platform is available and accessible under International Jobs panel at OCS's job portal or directly at <http://studentcareers.umt.edu.pk/>

Q: How do I get information on Interview Preparation/CV and Cover Letter Writing?

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.umt.edu.pk/>), Career Portal (<http://career.umt.edu.pk/>) and Social Media platform (<https://www.facebook.com/ocsumt/>).

Participants/Graduates are advised to visit the OCS individually and/or in groups to get guidance on effective CV/Cover Letter development and interview types and techniques.

Q: How do I come to know about the upcoming OCS Events and Activities?

It is imperative that students 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 at the time of clearance for various upcoming events. Information may also be extracted from the UMT's event calendar (<http://events.umt.edu.pk/>), Career Portal (<http://career.umt.edu.pk/>) and Social Media platform (<https://www.facebook.com/ocsumt/>).



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