

Muhammad Hassan Tariq

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Qualified, motivated and organized professional with a passion for HR, administration, and business development. Proficient in Microsoft Office, with expertise in communication, problem-solving, and leadership. Seeking to join a progressive organization and contribute to its growth and success.

Experience

OCT 2024 – PRESENT

HR Intern | GAOTEK Inc. | Remote

- Recruit and source candidates: Job boards, social media, headhunting
- Post job openings on various recruitment platforms and university portals.
- Screen resumes and applications.
- Schedule interviews for senior HR staff.
- Manage communication through emails and LinkedIn with applicants and follow up with the candidates.

OCT 2024 – NOV 2024

Business Development Intern | Duseca Software | Islamabad, Pakistan

- Successfully engaged with clients on Fiverr, fostering strong relationships and driving business growth.
- Developed comprehensive Functionality Documents and Project Proposals, tailoring solutions to meet clients' specific needs and objectives.
- Honed skills in client communication, negotiation, and project management, ensuring timely delivery of high-quality solutions.

MAY 2023 – AUG 2024

Appointment Setter | AI Scalar and Upstream Marketing LTD., London | Remote

- Identify and engage potential clients and partners.
- Build relationships and maintain communication with clients.
- Collaborate with team members to achieve marketing goals.

FEB 2021 – DEC 2022

Clerk (Administration Staff) | Faiz Grammar Public School, Newtown | Attock

- Provided administrative support to ensure smooth office operations.
- Managed records, database, and filing systems
- Coordinated schedules, appointments, and events

SEP 2021 – DEC 2022

Chat Support Representative | Gaming & NFT Discord Servers | Freelance

- Developed a process for tracking customer issues and their resolutions, resulting in improved customer support.
- Assisted clients in their daily activities and helped them maintain their independence.

AUG 2020 – Nov 2021

Proxy Marketing | Amazon PMM | Freelance

- Developed marketing campaigns to increase brand awareness and customer acquisition
- Collaborated with marketing and sales teams to improve content marketing and cross-promotional initiatives

Education

JUNE 2024

BS English | University of Education, Lahore | Attock

3.21 CGPA

Skills

Office Administration • Microsoft Office • Customer Service • Critical thinking and problem solving

Quick Learner • Leadership and Teamwork • Lead Generation • Interpersonal Skills • Public speaking