

923355860924

H.no 6A, St. 10, Block B, Naval
Anchorage, Islamabad

Hamzehsalim0924@gmail.
com

HAMZEH

Salim

PROFILE

I believe in "Cutting the Clutter", where work and discipline matter.

ACTIVITIES AND INTERESTS

- Hiking
- Sports
- Travel

KEY SKILLS

- Budget management
- Excellent listener
- Service-oriented
- Poised under pressure
- Staff training & coaching
- Quality assurance
- Solid written & verbal communicator
- Adaptability
- MS Office
- Primavera P6
- Trello

WORK EXPERIENCE

Guidance Counsellor

Aviation Training Hub | Islamabad, Pakistan 2024–Present

As a Guidance Counsellor, I provide academic, personal, and career counselling to students, helping them navigate challenges and make informed decisions. I conduct individual and group sessions, support university applications, and organize wellness and career development programs. I collaborate with parents, teachers, and staff to create a supportive environment that fosters student growth and well-being.

Project Coordinator (Remote)

TCP Marketing | Dubai, United Arab Emirates
2023-2025

I was responsible for negotiating project deliverables and deadlines with internal and external stakeholders, monitoring project progress, identifying risks, and providing timely updates to stakeholders. I also facilitated project meetings, created and maintained project documentation and reports, and collaborated With cross-functional teams to ensure a successful project

completion.

Program Coordinator/ Admissions Officer

IBADAT International University Islamabad | Islamabad, Pakistan
2021-2023

I managed all program development activities from inception to execution. I organized events, workshops, and meetings to enhance program engagement and communicated outcomes to stakeholders through various resources. I also handled departmental records, prepared reports, and contributed to the overall success of the program.

Insurance Advisor (Part Time)

State Life Insurance Corporation | Rawalpindi, Pakistan
2021-2022

I maintained in-depth knowledge of the insurance industry, informing and advising customers on complex policies and procedures. I delivered presentations to stakeholders, developed customer databases, and produced reports for senior management, ensuring informed decision-making and customer satisfaction.

Business Development Associate

Deal & Deals Pvt. Ltd | Islamabad, Pakistan
2020-2021

I was responsible for creating and implementing a lead generation program to identify and generate qualified leads. I also developed pricing strategies that led to increased sales and built strong relationships with key decision-makers in target markets, resulting in a significant increase in market share.

EDUCATION

MS Project Management

Capital University of Science and Technology | Islamabad, Pakistan
2021-2023

BBA HR

The University of Lahore | Islamabad, Pakistan
2017-2021
