

SYED MUAZ TAHIR

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📋 PROFESSIONAL SUMMARY:

A fresh graduate with a strong foundation in data analysis, documentation and process management gained through academic research and administrative internships. Skilled in Microsoft Office, record keeping, scheduling, and compliance procedures, with proven ability to work accurately under deadlines. Possess financial awareness and excellent interpersonal skills, making me adaptable to roles in financial institutions, corporate offices, and administrative operations. Committed to delivering precision, professionalism, and customer-focused service in fast-paced environments.

🎓 EDUCATION:

Bachelors of Science (Honors) in Biochemistry <i>Department of Biochemistry, Quaid-I-Azam University</i> CGPA: 3.40/4.00	10/2021 – 07/2025 Islamabad
Higher Secondary School Certificate (HSSC) <i>Federal Board of Intermediate & Secondary Education (FBISE)</i> Percentage: 96.5%	08/2019 – 08/2021 Rawalpindi
Secondary School Certificate - Matric <i>Federal Board of Intermediate & Secondary Education (FBISE)</i> Percentage: 93.8%	07/2018 – 07/2019 Rawalpindi

📁 WORK HISTORY:

Team Leader (Administration & Research) <i>Quaid-I-Azam University</i> - Coordinated team schedules, arranged meetings, and managed documentation for ongoing projects. - Oversaw performance evaluations, task assignments, and workflow tracking to ensure deadlines were met. - Prepared weekly reports and presentations for senior leadership, summarizing progress and key findings. - Maintained inventory records and ensured controlled access to resources. - Monitored compliance with institutional protocols and ethical guidelines. - Supported research activities, including data analysis using Excel and report drafting for potential publications.	09/2024 – 03/2025 Islamabad
Intern - Administrative & Lab Support <i>Quaid-I-Azam University</i> - Provided structured administrative assistance, including document management, data entry, and record keeping. - Handled confidential information with accuracy and integrity, ensuring consistent reporting and inventory control. - Assisted in workflow coordination, appointment scheduling, and prioritization of departmental tasks. - Supported operational compliance by following established procedures and documentation standards.	06/2024 – 09/2024 Islamabad

- Gained experience in fast-paced, multi-departmental environments requiring precision and attention to detail.

Science Teacher & Coach

07/2018 – Present
Islamabad

Cambridge International Examinations

- Communicated with students and parents regarding academic progress, assignments, and behavior.
- Cultivated positive relationships with students, parents and staff to optimize instruction and support learning outcomes.
- Created interactive activities to engage student interest and curiosity in scientific concepts.
- Coordinated and collaborated with other faculty members during lesson plan development.
- Utilized diverse instructional approaches to accommodate different learning styles.
- Supported student comprehension of scientific principles through individualized instruction.

SKILLS:

Microsoft Word

- Academic & Scientific Report Drafting
- Perfect Document Formatting
- Drafting Official Documents

Microsoft PowerPoint

- Academic Presentations
- Scientific Presentations

Python Programming (Certification)

- Python basics (variables, data types, control flow)
- Core data structures (lists, dictionaries, sets)
- Functions, error handling, file I/O

Team Work

- Collaboration and cooperation
- Active listening and communication
- Conflict resolution
- Supporting team goals

Client Interaction

- Professional communication
- Relationship building
- Understanding client needs

R-Programming & Data Analysis (Certification)

- Statistical Analysis
- Regression
- Corelation
- Graph Generation & Interpretation
- Data Handling

Microsoft Outlook

- Managing in-coming Emails
- Replying & Prioritizing Client Emails
- Effective Coordination Between Superiors
- Effective Communication in Company Hierarchy

Time Management

- Task prioritization
- Goal setting and planning
- Meeting deadlines
- Balancing multiple responsibilities

Financial Awareness

- Forex market fundamentals & exchange rates
- Current Account Deficit (CAD) & account inflows
- Forex reserves & SBP regulations
- Monetary Policy Committee & policy decisions

RESEARCH & FINAL YEAR PROJECT:

Research Project Titled:

Targeting the PI3K-AKT-mTOR pathway in Breast Cancer & Associated Therapeutics

2025

International Research Paper:

Metabolic & Nutritional Drivers of Host-Pathogen Interactions in Fungus Infected Locusts

LANGUAGES:

Urdu



English

CEFR Level: C1



MEMBERSHIPS:

Biochemistry Association of Quaid-I-Azam University Islamabad

05/2022 – Present

Active Member

Islamabad

- Organized seminars, workshops, and student activities
- Coordinated with peers and faculty for academic events
- Promoted scientific awareness and student engagement
- Contributed to a collaborative learning environment

Quaidian Science Society

09/2023 – 12/2024

Member

- Participated in organizing science exhibitions and academic events
- Assisted in promoting scientific learning and awareness among students
- Collaborated with peers to coordinate seminars and workshops
- Supported interdisciplinary student engagement activities

INVITED TALKS:

Thalassemia in Pakistan Biochemical Screening and Carrier Detection

04/2025

Diabetes in Pakistan - A Growing Health Crisis

02/2024

Economic Scenario of Pakistan, Debt Servicing & Loans

07/2022

Pakistan's receding glaciers and water security

03/2022

AWARDS

Rectors Honor List Award

Quaid-I-Azam University

Merit Scholarship

Staff Welfare Organization - Establishment Division

REFERENCES

Dr. Aneesa Sultan, Professor, Quaid-I-Azam University

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Dr. Imran Ullah, Assistant Professor, Quaid-I-Azam University

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