



Hamza Saeed

Email: haamzasaeed712@gmail.com

Phone: 03115174827

About Section

I am determined to enhance my working capacities, professional skills, business efficiencies in a corporate world to work enthusiastically in team to achieve organization goals. To enhance my practical application of knowledge and to work with a challenging, progressive, and dynamic organization. To serve the society and wider world.

Member Student Affairs Office

Jan 2021- Feb 2022

Capital University of Science and Technology

- Team hunting, management and leading in any event held in the university.
- Daily base administrative work including report writing, problem solving, data entry, data collection, voice calls, meeting notes taking.
- Contributing in execution of the rules and regulations of the university.
- Guidance of students and parents according to their queries on social media as well as on office visit.

Assistant Project Manager

May 2021 — June 2021

Code Breaker Technologies

- Created plans and communicated deadlines to ensure projects work completed on time.
- Created and updated physical records and digital records to maintain current and accurate documentation.
- Identified issues, analyze information, and provided solution to problems.
- Carried out day-by-day duties accurately and efficiently.

Academic Officer

June 2022 —February 2025

Capital University of Science and Technology

- Organize meetings of Hod with Faculty and students.
- Performed Duties of admission office.
- Created and updated student's records.
- Identify Students issues and resolve them.
- Performed departmental duties.
- Maintaining Discipline
- Organized different events for students to enhance their skills.
- Accepting and filtering students' applications.
- Accessing application according to institute eligibility criteria.
- Organizing and filing of documentation.
- Processing student registration.
- Communicate with applicant about application status.
- Performed Exam duties whenever needed.
- Assisting in timetabling of exam.
- Maintaining up-to-date databases of venues and staff.
- Assisting in secure management of examination document.
- Assisting with the checking, sorting and secure storage of examination papers and stationery.

Assistant Controller of Examination

March 2025 —Currently Working Here

Capital University of Science and Technology

- Assist in preparing academic calendars and examination schedules.
- Coordinate with departments to ensure timely conduct of internal and external exams.
- Organize logistics for examinations (e.g., venues, invigilators, seating plans).
- Liaise with faculty, administrative departments, and external agencies regarding exam-related matters.
- Communicate examination rules, schedules, and procedures to students and staff.
- Supervise preparation, printing, and secure distribution of question papers.
- Oversee receipt, packaging, and dispatch of answer scripts.
- Ensure exams are conducted fairly and according to institutional regulations.
- Help prepare and publish results, including handling re-evaluation and rechecking requests.
- Maintain strict confidentiality of examination materials and results.
- Implement and monitor security protocols to prevent paper leaks or misconduct.
- Support in organizing convocation and issuance of degree certificates.

- Maintain records and documentation for audits and accreditation purposes.

Education History

- Matric (Biology) 2013 — 2015
Fauji Foundation Model School, Rawalpindi
- Intermediate (ICS) - 2015 — 2017
Punjab Group of Colleges, Morgah, Rawalpindi
- Bachelors in Computer Sciences (BSCS) - 2017 — 2022
Capital University of Science and Technology, Islamabad

Skills

- Problem Solving
- Leadership
- Event Management
- Communication
- Interpersonal
- Organizational
- Team Hunting & Management
- Customer Service
- Data Collection & Analysis
- Report Writing & Documentation
- Graphic Designer (Basic
- Project Management

Interests

- Learning New Technologies
- Project Management
- Team Management
- Event Management

- Photography
- Sports

Projects & Other Experiences

- Final Year Project created Doctor- Patient Portal for Hospital Management
- Jamila Sultana Foundation (Jan 2020 — Feb 2020) Data Analysis
- State Youth Parliament (Jan 2020 — May 2020) Social Media Head
- PINK Volunteer (Jan 2021 — Jul 2021) Event Coordinator

Achievements & Awards

- Completed VIS by helping the university in executing COVID SOPs for on campus classes during the hard time of covid pandemic.
- Volunteer in service is a 65 hours community service compulsory degree requirement for every student.
- Has earned plenty of certificates as a recognition for organizing successful activities.

Activities

- CUST Annual Convocations 2019, 2020, 2021: - Leading team of 30 to 35 students volunteer for successful execution of the graduation ceremony of more than 1000 graduates every year.
- 9 Orientations of Newcomers: - Co-ordinating team of volunteers for successful guidance of Newcomers in the campus every semester.
- Blood, COVID 19 Vaccination & Testing Camps: - Played a vital role in smooth execution of camps during my stay in the university.
- Sports Activities: - Directly involved in organizing and budgeting different sports activities & Tournaments.
- Seminars & Workshops: - Organized and participated in many seminars and workshop
- Music Concerts: - Have been involved in managing successful annual music concerts in the university.
- Registrations & Promotional Event: - have played a vital part during registrations &

promotions of events

- Recruitment Drives: - have been part of organizing team in recruitment drives held by different companies for hiring university graduates