

Aqdas Saleem

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Professional Summary

Results-driven and analytically minded professional with an MBA in Finance and strong expertise in Artificial Intelligence and business operations. Adept at using machine learning and data visualization to solve real-world problems and inform strategic decision-making. Combines technical knowledge with hands-on experience in administration, accounting, HR, and information management to contribute effectively in cross-functional roles.

Professional Experience

Information Manager

Froebel's International School, Islamabad | August 2025 - Present

- Directed front office operations as the primary liaison between administration, parents, faculty, and external stakeholders, enhancing the school's professional image.
- Streamlined information and records management systems, ensuring accuracy, confidentiality, and compliance.
- Coordinated admissions, fee inquiries, and parent relations, contributing to increased enrollment and strengthened trust.
- Led communication strategies by managing notices, newsletters, and event coordination.
- Supported executive leadership with reporting, scheduling, and administrative oversight to enable smooth operations.

Admission & HR Officer

Benchmark School System, GT Road Campus, Islamabad | August 2023 – May 2025

- Successfully handled the complete admission lifecycle for over 500+ students annually, from inquiries and assessments to final enrollment.
- Maintained organized student records, ensuring 100% compliance with documentation requirements.
- Acted as the first point of contact for prospective parents, providing guidance that boosted enrollment.
- Assisted in HR processes such as recruitment, onboarding, attendance, and contract renewals.
- Managed student fee records, issued receipts, followed up on payments, and prepared staff salaries.
- Achieved record-breaking student admissions, exceeding targets set by senior management.
- Implemented structured reminder systems to reduce fee collection delays.

Content Writer

BB Technologies, Islamabad | 2020 – 2022

- Produced articles on blockchain, DeFi, and cryptocurrency with SEO optimization.

Communication Executive

Islamabad Medical & Dental College, Islamabad | June 2014 – October 2014

- Managed presentations and social media communications for outreach campaigns.

Assistant Accountant / Customer Service / Banking Intern

Rawalpindi College of Commerce, Bank Alfalah Limited | 2010 – 2012

- Gained exposure to customer handling, accounting procedures, and reporting.

Education

MBA in Finance | NUML, Islamabad (2014 – 2016) | CGPA: 3.6/4.0

BBA (Hons) in Finance | NUML, Islamabad (2008 – 2012) | CGPA: 3.1/4.0

Projects

- Student Performance Prediction (ML Project): Built ML models to predict academic outcomes using Decision Trees & Random Forests.
- Fake News Detection: Developed a fake news classifier using NLP & Logistic Regression.
- Live Image Predictor: Created real-time image classifier with PyTorch & OpenCV.

Technical Skills

Languages & Libraries: Python (Pandas, NumPy, Matplotlib, Scikit-learn, PyTorch)

Tools: Jupyter Notebook, Google Colab, Git & GitHub

ML Techniques: Regression, Classification, Feature Engineering

Data Handling: EDA, Data Cleaning, Visualization

Other: MS Office, Excel, Google Sheets, PowerPoint

Certifications

- Artificial Intelligence Certificate – End-to-end ML model development

Additional Skills

Strong attention to detail, leadership, collaboration, communication, and research skills.