

Hamza Tariq

Education Professional | 7+ years of Experience |

CONTACT



Township, Lahore



0303-6373303



ch.hamzatariq04@gmail.co

SKILLS

- Team Worker
- Content Creator
- Decision-Making competence
- MSOffice
- Xero
- SAP
- Filmora
- Adobe Photoshop
- Editing Tools

KEY ACHIEVEMENTS

Successfully creating and managing a YouTube channel focused on finance education while balancing multiple professional roles.

CERTIFICATIONS

Certified Test Administrator at
PEARSON

PORTFOLIOS AND PROFILES

- YouTube Lecturer Freelancer
www.youtube.com/c/ChHamzaTariq

Measurable Achievements

- Time-to-hire reduced
- Placement success rate
- Graduate Hiring
- LinkedIn Recruiter
- Talent Pipelining
- Relationship Building
- Student Engagement

Career Objective

People focused professional with leadership experience and strong organizational and communication skills. Reliable, approachable, and committed to supporting both employees and business goals.

EXPERIENCE

Executive Career Services, University of Central Punjab, Lahore (April 2025-Present)

- Conducted workshops on resume writing, interview skills, and job search strategies.
- Assisted students with job placements by connecting them with potential employers.
- Provided career counseling for job readiness and study-abroad guidance.
- Organized career fairs, employer information sessions, and networking events.
- Collaborated with faculty members and companies to support student career development.

Deputy Manager Admissions & Marketing, Riphah International University, Sahiwal (Oct 2023–Mar 2025)

- Managed 2,000+ admission applications, ensuring a smooth and fair evaluation process.
- Supervised the end-to-end admissions workflow across multiple academic programs.
- Led 500+ student career counseling sessions, providing guidance on academic and career pathways.
- Maintained accurate student records and generated monthly admission reports.
- Coordinated outreach activities with academic departments and external partners.

Senior Accounts Officer, Orient Group of Companies, Lahore (April 2022-Oct 2023)

- Oversaw and managed petty cash transactions.
- Reviewed and verified financial records to ensure accuracy and compliance.
- Managed end-to-end payroll processes, ensuring accurate salary processing.
- Maintained updated records of operating and client accounts.
- Managed office supplies and equipment inventory

Lecturer (Management Sciences Department) GC University Faisalabad, Sahiwal (August 2018-August 2021)

- Delivered lectures on Finance and Accounting courses.
- Coordinated student admission support activities.
- Supervised the discipline committee for student conduct management.
- Coordinated planning and execution of campus events.

Lecturer Govt College of Commerce Khanewal September (2016-May2017)

- Delivered 100+ lectures in Finance and Accounting to undergraduate students.
- Designed and implemented academic timetables for 10+ faculty members.
- Coordinated academic activities to ensure smooth departmental operations.

EDUCATION

MBA Finance 2018, (CGPA 3.23)

NUML, Multan

BBA (Hons) Finance, 2016 (CGPA 3.49)

University of Education Lahore, Multan