



Muhammad Haidar Ali

Nationality: Pakistani **Date of birth:** 01/01/1999 **Gender:** Male

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Home: E-16 ROSHAN PAKISTAN ISLAMABAD, 44000 Islamabad (Pakistan)

WORK EXPERIENCE

PARAGON OVERSEAS EDUCATION – ISLAMABAD, Pakistan

HEAD OF OPERATIONS & SENIOR EDUCATION COUNSELLOR (UNITED KINGDOM,GERMANY,TURKEY)

[17/08/2025 – Current]

- Team Management & Leadership
- Task Assignment & Workflow Coordination
- Compliance Management
- Student Advising & University Placement
- End to End Application Process and Management
- Conducted Pre-CAS (Confirmation of Acceptance for Studies) interview preparation sessions with a 100% success rate.
- Applied for CAS (Confirmation of Acceptance for Studies) on behalf of students.
- Filed visa applications and guided students through the complete process.

Educate & Explore E2 – Rawalpindi, Pakistan

Educational counsellor

[01/06/2024 – 03/08/2025]

- Advised students on educational pathways and career planning for studying in the UK.
- Matched students with suitable degree programs based on their academic background and interests.
- Conducted Pre-CAS (Confirmation of Acceptance for Studies) interview preparation sessions with a 100% success rate.
- Managed the complete visa application process, ensuring all documentation and requirements were accurately fulfilled.
- Applied for CAS (Confirmation of Acceptance for Studies) on behalf of students
- Filed visa applications and guided students through the complete process.

SAUK – Islamabad, Pakistan

Educational counsellor

[01/01/2024 – 30/05/2024]

- Respond to inquiries from prospective students via phone, email, and in-person meetings, providing accurate and timely information about the institution, programs, and admission requirements.
- Review applications for admission, ensuring completeness and accuracy, and making recommendations for admission decisions based on established criteria.
- Maintain accurate records of prospective student interactions and application materials using the institution's CRM system or database.

Comsats Software House – Sahiwal, Pakistan

Frontend Developer

[03/10/2019 – 31/03/2020]

- Working on HTML, CSS, JavaScript and React JS as Front End Developer
- Design frontend in Adobe Photoshop and convert into website
- Design frontend in Figma and convert into website

EDUCATION AND TRAINING

Bachelor Of Science In Bioinformatics

Comsats University Islamabad [03/09/2018 – 17/02/2023]

Country: Pakistan

Responsive Web Design Developer

FreeCodeCamp [04/07/2023 – 17/08/2023]

Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING C2 **READING** C2 **WRITING** C2

SPOKEN PRODUCTION C2 **SPOKEN INTERACTION** C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

visa filing / monitor educational developments / customer relationship management / Microsoft Word / css / Html / bootstrap / Microsoft Excel / Microsoft Powerpoint / Web Designing & Web Development