

KHIZRA KAZMI

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EDUCATION:

BACHELOR'S DEGREE – BS MATHEMATICS (2018)
HAZARA UNIVERSITY

TECHNICAL SKILLS

- a. Microsoft Office (Excel, Word, Outlook, PowerPoint)
- b. Social Media Marketing Tools
- c. Virtual Platforms (Zoom, Google Meet, MS Teams)

KEY ACHIEVEMENTS:

- a. Developed and maintained partnerships with 80+ universities, colleges, schools, and educational institutions across Pakistan.
- b. Served as focal person for institutional partnerships and MOUs between Pakistani universities and international education providers.
- c. Coordinated university visits, seminars, webinars, education expos, and outreach activities featuring international university representatives.
- d. Built strategic partnerships with leading academic institutions to support student recruitment, international engagement, and institutional collaboration.
- e. Organized recruitment campaigns, student counselling sessions, education fairs, and institutional presentations, supporting students from enquiry to enrolment.
- f. Leveraged an extensive academic network to connect students with international education opportunities, scholarships, and global career pathways.
- g. Facilitated awareness sessions with international university representatives and alumni of Fulbright, Chevening, Commonwealth, Erasmus Mundus, and Australia Awards scholarship programmes.
- h. Collaborated with the Young Parliamentarians Forum (YPF), National Assembly of Pakistan, and development partners including British Council, USEFP, UN Women, and PM Youth Programme to promote educational, leadership, and youth development initiatives.
- i. Developed strong professional networks across academia, government institutions, civil society organizations, and youth platforms, fostering cross-sector collaboration and student engagement.

PROFESSIONAL EXPERIENCE

Outreach Officer – iae GLOBAL Pakistan

Dec 2025 – Feb 2026

Worked in a student-facing outreach and institutional engagement role focused on expanding international education awareness and strengthening partnerships with academic institutions across Pakistan.

- a. Developed and maintained strategic partnerships with schools, colleges, and universities to enhance institutional outreach and student recruitment pipelines.
- b. Conducted student engagement sessions, informational seminars, and consultative meetings to promote international education opportunities and career pathways.
- c. Organized and participated in education expos, institutional events, and on-campus outreach activities to enhance student awareness and engagement.
- d. Coordinated with academic institutions to execute promotional campaigns, events, and collaborative initiatives aimed at student development.
- e. Produced promotional and informational content including videos and digital outreach material for student awareness campaigns.
- f. Supported internship and engagement programs designed to strengthen student participation and institutional collaboration.
- g. Demonstrated strong interpersonal communication, stakeholder engagement, and event coordination skills in a dynamic educational environment.

Business Development Manager – SI-UK (Pakistan)

Sep 2022 – Dec 2025

Worked in a senior institutional liaison and student recruitment role focused on building university partnerships, managing student engagement initiatives, and coordinating international education outreach across Pakistan.

1. Served as focal person for institutional collaborations and MOUs between international education providers and leading universities across Pakistan.
2. Coordinated with universities, government-linked forums, and stakeholders to execute joint educational initiatives and engagement programs.
3. Organized and managed seminars, webinars, education fairs, and student counselling sessions to promote international study opportunities.
4. Developed and executed recruitment and outreach strategies aligned with university intake cycles and international admission targets.
5. Built and maintained strong institutional partnerships with major universities including Green International University, NUST, QAU, FAST-NUCES, UET, University of Karachi, GIKI, and others.
6. Facilitated student counselling sessions, guiding applicants through admissions, scholarships, and international education pathways.

7. Managed end-to-end student engagement process from initial inquiry to application submission and enrolment support.
8. Led event planning, coordination, and execution of on-campus and virtual recruitment activities including expos, presentations, and networking sessions.
9. Created digital outreach campaigns through university networks and online platforms to increase student awareness and engagement.
10. Compiled post-event reports including lead generation, conversion analysis, and engagement insights for strategic planning.
11. Travelled extensively across Pakistan to strengthen institutional relationships and ensure consistent outreach presence.

Project & Liaison Officer – Signify Consulting Pvt. Ltd. (Attached with Young Parliamentarians Forum, National Assembly of Pakistan)

Mar 2022 – Sep 2022

Worked on youth engagement, policy dialogue, and institutional coordination projects in collaboration with government bodies, donor organizations, and academic institutions.

- i. Supported implementation of youth-focused initiatives in collaboration with Young Parliamentarians Forum (YPF), National Assembly of Pakistan.
- ii. Coordinated with government stakeholders, Members of National and Provincial Assemblies, NGOs, and educational institutions to execute project activities.
- iii. Organized and facilitated policy dialogues, seminars, and consultative sessions on key national issues including youth engagement, inclusivity, and civic awareness.
- iv. Worked closely with development partners including UN Women, British Council, USEFP, and other youth development organizations.
- v. Developed strong institutional networks across universities, government bodies, and civil society organizations to support collaborative initiatives.
- vi. Assisted in organizing conferences, networking events, and stakeholder engagement sessions promoting youth development and educational awareness.
- vii. Contributed to scholarship awareness and career development initiatives targeting students and young professionals.
- viii. Strengthened understanding of government-led youth programmes and institutional coordination mechanisms.

CORE COMPETENCIES

- a. Industry-Academia Liaison & Strategic Outreach
- b. Event Planning & Management (Seminars, Expos, Workshops)
- c. Stakeholder & Institutional Coordination

- d. Communication & Interpersonal Skills
- e. Admissions expertise with strong institutional outreach and student engagement.
- f. Team Leadership & Coordination
- g. Student Engagement & Counselling
- h. Conflict Management & Problem Solving
- i. Digital Outreach & Campaign Management
- j. Microsoft Office & Administrative Support
- k. Education Sector Networking & Partnership Development
- l. Awareness of Ethical and Professional Work Practices