

AQEEL HAMZA

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PROFESSIONAL SUMMARY

Organised, detail-driven professional with 10 years' experience in academic coordination, compliance, and institutional documentation across schools and formally regulated examination systems. Skilled in managing registration, submissions, and official records; maintaining trackers of deadlines, pending matters, and required actions; and liaising between administration, faculty, and external examination bodies such as Cambridge and FBISE. Experienced in ensuring assessment compliance with board requirements, handling confidential material with discretion, and preparing status reports and concise briefs for senior management. A tactful, persistent coordinator with strong drafting, communication, and follow-up skills, comfortable working independently and undertaking regular official visits and field-based coordination.

CORE COMPETENCIES

- Institutional Coordination & Follow-Up
- Compliance & Regulatory Requirements
- Stakeholder & External-Office Liaison
- Status Reports & Executive Briefs
- Data Accuracy & Verification
- Official Correspondence & Documentation
- Record Management & Deadline Tracking
- Examination & Assessment Coordination
- Confidentiality & Discretion
- MS Office & Google Workspace

COORDINATION & COMPLIANCE HIGHLIGHTS

- **Examination & Compliance Coordination** — Manage registration, subject entries, and candidate-data verification, and ensure assessment compliance with Cambridge and FBISE requirements.
- **Records & Deadline Tracking** — Maintain accurate records and trackers of schedules, submissions, and pending matters, safeguarding data accuracy and timely, compliant action.
- **Regulated-Environment Experience** — Served as FBISE Superintendent / Deputy Superintendent and Cambridge Invigilator, operating within formal, confidentiality-sensitive procedures and inspections.

PROFESSIONAL EXPERIENCE

Cambridge Programme Coordinator (Science)

Aug 2024 – Present

NUST Creative Learning School & College

- Coordinate registration, subject entries, and candidate-data verification, and liaise with the examinations office to ensure assessment compliance and examination readiness.
- Serve as a coordination point between administration, faculty, and external examination bodies, managing official submissions, correspondence, and follow-up.
- Maintain accurate records and trackers of deadlines, entries, and pending matters, ensuring timely and compliant action.
- Prepare reports and briefs on candidate data, compliance, and examination status for management.

Head of Department & Examination Coordinator

Dec 2022 – July 2024

NUST Creative Learning School & College

- Coordinated internal and external examination schedules, paper setting, moderation, and result analysis.
- Oversaw assessment records, result compilation, and data accuracy in line with board and Cambridge requirements.
- Managed departmental documentation, resource control, and compliance with institutional standards.

Senior Section Coordinator & Teacher

Apr 2019 – Dec 2022

Army Public School & Colleges, Cobb Lines

- Coordinated senior-section academic calendars, assessments, and examination operations, acting as a communication bridge between administration, faculty, and examination bodies.
- Supervised assessment records, result compilation, and data accuracy in compliance with board requirements.
- Managed documentation and supported the smooth execution of co-curricular and academic events.

Physics Teacher (Academic Records & Documentation)

Aug 2016 – Apr 2019

Islamabad Lyceum High School System · Rawalpindi Cantt College

- Handled examination data, academic documentation, progress reporting, and accurate record maintenance at senior level.

EXAMINATION BOARD & REGULATORY ROLES

- FBISE Superintendent (SSC) / Deputy Superintendent (HSSC) — 2022
- FBISE Invigilator (SSC/HSSC) — 2021; FBISE Practical Examiner — 2024
- Cambridge Invigilator — 2026

EDUCATION

M.Sc. Physics

Riphah International University, Islamabad
Sixteen years of education (HEC-recognised).

Aug 2016 – May 2018

B.Sc. Physics & Mathematics

F.G. Sir Syed College, Rawalpindi

Aug 2014 – May 2016

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

- Introduction to Exams Invigilation — British Council
- Child Protection Awareness — British Council
- Professional Development Training — NUST HR
- Basic Life Support (BLS) Workshop — APSAC Cobb Lines

ADDITIONAL INFORMATION

- Languages: Fluent in English and Urdu.
- Technical: MS Office; Google Workspace; academic data analysis, documentation, and reporting.
- Willing to undertake regular official visits and field-based coordination.