

HAMZA ASIF

BUSINESS ADMINISTRATION

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PROFESSIONAL SUMMARY

MBA graduate with hands-on experience in administrative support, office operations, student application processing, document control, and stakeholder coordination. Skilled in managing student records, data entry, file verification, workflow optimization, and client communication. Brings a detail-oriented approach to ensuring accurate documentation, timely submissions, and efficient day-to-day operations.

CORE SKILLS

Administrative Support | Office Management | Student Services | Application Processing | Document Management | Document Control | Records Management | Data Entry | File Verification | Workflow Optimization | Stakeholder Coordination | Client Communication | Project Coordination | Microsoft Excel | Microsoft Word | Microsoft PowerPoint | Strategic Planning | Problem-Solving

PROFESSIONAL EXPERIENCE

Administration Officer | NRZ International

Rawalpindi, Pakistan

Sep 2023 – Present

- Streamlined daily administrative operations and office workflows, contributing to a 25% improvement in workflow efficiency.
- Managed and maintained student records, data entry, document control, and file verification with 100% documentation accuracy.
- Processed 100+ student applications per intake cycle and coordinated submissions with 10+ partner universities to meet deadlines.
- Acted as the primary contact for student inquiries, application follow-ups, and issue resolution, ensuring timely and professional support.
- Supported administrative reporting, correspondence, and coordination across internal teams, students, and university stakeholders.

Digital Marketing Intern | PepsiCo Virtual Internship Program

Virtual

Jun 2021 – Aug 2021

- Completed a project-based internship focused on digital marketing strategy, consumer product preferences, market research, and campaign insights.

EDUCATION

Master of Business Administration (MBA) | National University of Modern Languages (NUML)

Islamabad, Pakistan

Sep 2023 – Jan 2025

CGPA: 3.96/4.00 | Specialization: Supply Chain Management

Bachelor of Business Administration (BBA) | The Islamia University of Bahawalpur (IUB)

Bahawalpur, Pakistan

Feb 2019 – Jan 2023

CGPA: 3.89/4.00 | Specialization: Finance

RELEVANT COURSEWORK

Supply Chain Management | Strategic Management | Marketing | Risk Management | Financial Management | Human Resource Management | Entrepreneurship | Business Research Methods | Organizational Behavior

LANGUAGES

English (Professional Working Proficiency) | Urdu (Native/Bilingual Proficiency) | Pahari (Native/Bilingual Proficiency)