

Hafsa Riaz

Rawalpindi, Pakistan | +92-334-0918584 | hafsa.riaz098@gmail.com

Professional Summary

Results-oriented Branch Manager with experience in education consultancy, student recruitment, student visa, visit visa, tourist visa and dependent visa processing, client relations, and branch operations. Skilled in team leadership, business development, operational management, compliance, complete visa filing and documentation.

Experience

Branch Manager – Galaxy Abroad Education Networks | Jul 2022 – Present

- Oversee daily branch operations and ensure smooth delivery of education consultancy and visa processing services.
- Manage student applications, admissions, visa documentation and complete visa filing.
- Successfully processed and managed **200+ student visa applications** from documentation to submission.
- Successfully processed **150+ Visit/Tourist Visa** applications.
- Successfully handled **110 Dependent Visa** cases.
- Lead branch staff, maintain client relationships, ensure compliance and support business development.

Freelance Creative Head – Remote | 2022–Present

Lead creative direction for branding and digital content projects.

Programme Coordinator – GTV | 2019–2020

Assisted in organizing television programmes.

Education

Bachelor's in Mass Communication – NUML University, Islamabad | 2018–2022

Skills

Branch Operations Management, Team Leadership, Student Recruitment & Admissions, Student/Visit/Tourist/Dependent Visa Processing, Visa Filing & Documentation, Client Relationship Management, Business Development, Administrative Coordination, Communication & Negotiation, Digital Marketing, Leadership & Problem Solving, Event Coordination, Market Research

