**MOAZZAM**

**MOAZZAM.355295@2freemail.com**

**ADMINISTRATION AND OPERATIONSPROFILE**

*Built Success School System and recruited highly motivated academic staff and focused administration staff; enrolled a high number of students in a short period and enabled the school to become one of the reputed institutes*

**PROFILE SUMMARY**

* Dynamic individual exhibiting entrepreneurial skills with 2 years of experience in two self-owned ventures- Success School System and Taste Pvt. Ltd as Education Administrator
* Sound knowledge of assisting with recruitment, public or alumni relations and marketing activities; and administering the 'student lifecycle' from registration or admission to graduation or leaving
* Proficient in providing administrative support to teachers, lecturers and senior management professionals in order to make sure that the institution is run in the most efficient and cost-effective way possible
* An excellent communicator, skilled in coordinating education-specific activities, such as admissions, course schedules, quality assurance, careers fairs and other on-campus recruitment events

**AREAS OF EXPERTISE**

Market Trends • Trend Analysis • Market Analysis • Research • Marketing • Supplier And Distributors Management • Stakeholders’ Engagement • Customer Engagement • Product Development • Public Relations • Student Engagement • Documentation • Relationship Building • Market Research • MS Office • Mindjet (A Mind Mapping, Innovation And Project Management Software

**CAREER CONTOUR**

December 2015 to January 2017 with **Success School System**, Lahore, Pakistan as **Administrator / Owner**

June 2015 to September 2015 with **Fresh Futures Malaysia SDN BHD** as Intern- **Administrator**

August 2013 to September 2014 with **Taste Pvt. Ltd,** Lahore, Pakistan as **Owner- CEO**

**Key Responsibilities as Education Administrator**

* Managed day-to day activities and operations of the educational program, which included maintaining academic mark sheets, class performance records, academic files and other critical documents of students
* Managed a large scope of the selection process which included creating& proposing selection criteria, pre-employment screening, etc.; administered the 'student lifecycle' starting from admission to leaving
* Assisted school committees- academic boards, governing bodies and administration department in carrying out tasks such as student enrolment, staff or teacher recruitment, public or alumni relations, marketing activities and development of future information systems
* Provided administrative support to academic team of teachers; created Timetable for all grades and planned educational events
* Coordinated with the academic staff in implementing examination procedures and assessment processes
* Analyzed course structure & evaluation process and provided inputs & recommendations before finalizing the course benchmarks, ensuring high level of quality
* Prepared monthly budget and processed expense invoices daily; contributed in policy making
* Provided logistics support in purchase of goods and equipment for the institution
* Organized& facilitated a variety of educational or social activities and planned school events
* Organized academic board meetings which involved coordinating with board members, setting up meeting time and sending invitation letters along with the meeting agenda; prepared and submitted report of ‘minutes of meeting’ for the earlier academic meeting

**Key Responsibilities as Owner at Taste Pvt. Ltd**

* Recruited, trained and managed manpower; oversaw workforce training and monitored performance of company staff
* Analyzed market trends and introduced new FMCG product range -‘Taste Salt and Spices’
* Designed and implemented a strategic business plan that expands existing customer base; prepared sales, revenue and expenses reports

**PROJECTS HANDLED**

|  |  |
| --- | --- |
| Project Name | Description |
| Establish a Milk Packing Plant in Lahore, Pakistan | Prepared the Business Development Proposal (Major Project Module) for Westminster International College, Malaysia 4 months |
| Social Entrepreneurship Idea for Yes Network Pakistan | Led a team of 3 in conducting research and presenting a report for University of Management and Technology in 1 month |

**ACADEMIC CREDENTIALS**

**MBA (International Business and Marketing Management) 2015**

*Westminster International College, Malaysia (Cardiff Metropolitan University, UK*

**BBA (H) Marketing, Human Resource Management 2013**

*University of Management and Technology, Lahore*

**12th, FSc (Pre – Medical) 2008**

*BISE Lahore*

*51%*

**10th, Matric (Science) 2006**

*BISE Lahore*

*70 %*

**EXTRACURRICULAR ACTIVITIES**

* Visited ‘The Mega Careers And Study Fair 2015’ held in Kuala Lumpur Conventional Center – Kuala Lampur, an International exhibition which provided information about the recent job trends and upcoming study courses in Malaysia
* Visited ‘The Hotel Show 2014’ held in World Trade Center - Dubai, an International exhibition which showcased latest inventions and developments in the hotel industry
* Participated in ‘Gulf Food International 2013’ held in World Trade Center – Dubai, an International exhibition on food and beverages industry which introduced latest developments and trends in manufacturing and packaging of FMCG products

**PERSONAL DOSSIER**

D.O.B: 08-09-1990 || Linguistic Abilities: English and Urdu || Nationality: Pakistani