

HAMZA HAMEED

PROFILE

An exceptionally capable individual who actively seeks opportunities to positively engage with, improve, and affect the culture and climate of an academic department. I am a proven Academic Coordinator with the ability to work effectively with students, families, faculty instructors, and college staff. I have a comprehensive understanding of how educational institutions work and of their policies, procedures, and management. In his current role, I have been commended for exercising good judgment in handling sensitive and confidential information and situations. During my career.

CONTACT

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Portfolio:
<https://hamzahameed001.wordpress.com/hamza-hameed/?preview=true>

Address:
Ruwi Muscat, Oman.

HOBBIES

Photography
Videography
Traveling
Cooking
Reading
Gardening

EDUCATION

PUNJAB UNIVERSITY
B. Com. IT

GOVT. DEGREE COLLEGE MODEL
ICS (Stats)

ALLAM IQBAL SCHOOL
Matriculation (Science)

BOARD OF TECHNICAL EDUCATION, LAHORE
Food and Beverage Captain

PUNJAB VOCATIONAL TRAINING CENTER, LAHORE
Computer Foundation

WORK EXPERIENCE

PIZZA MODO AND ZAEEM FOODS – (OMAN)
Working as an Accountant for the past 7 months, handling financial records, transactions, VAT reports, P&L statements, and all core accounting tasks.

TRANSDATA INTERNATIONALS – SOCIAL MEDIA SALES AND MARKETING, YOUTUBE SEO AND VIDEO EDITING
February 2023 Present
Proficient in YouTube SEO, video editing, and creating engaging content. Skilled in social media marketing strategies.

TRANSDATA INTERNATIONALS – CSR & DATA ENTRY OPERATOR
December 2020 till January 2023
Efficient CSR and Data Entry Operator proficient in managing customer inquiries and maintaining accurate records

SYSTEMS LIMITED – DATA ENTRY OPERATOR
November 2023 till December 2023
Efficient data entry operator with a keen eye for accuracy and a track record of meeting deadlines

BRIDGE ACADEMY - CAMPUS COORDINATOR
January 2018 till December 2020
Responsible for working with Institute Administration, Accounts, and Students Matters

HOTEL ONE – FRONT OFFICE (RECEPTIONIST)
November 2020 till February 2021
Responsible for working with the Restaurant Administration

PINNACLE TECHNOLOGIES – SUPPORT ASSISTANCE
April 2015 till December 2017
Experienced Support Assistant skilled in MS Office, Crystal Reports, and administrative tasks, with a strong ability to resolve technical issues

EFFICIENTLY.SKILLS

Communication
Organizational Skills
Data Entry Accuracy
Customer Service
YouTube SEO Optimization
Video Editing