



# HAMZA SAIF



+92 333 5805259



hamzasaif456@gmail.com



Peshawar, Pakistan.

## LANGUAGE

- English
- Urdu
- Pashto

## SKILLS AND ABILITIES

- Management Skills
- MS Office
- Presentation Skills
- SPSS
- Communication
- Leadership

## EDUCATION

### ABASYN UNIVERSITY PESHAWAR

MS (PROJECT MANAGEMENT)  
2022

### INSTITUTE OF MANAGEMENT SCIENCES

PESHAWAR, BBA (MARKETING)  
2018

### I.C.M.S College System

FSc (Pre-Medical)  
2014

### Frontier Children Academy

Matric  
2012

## EXPERIENCE

### Shaukat Khanum Memorial Cancer Hospital and Research Centre Peshawar

#### Administrative Officer

May 2023 - Currently Employed

- Coordination with Legal affairs and Risk Management department and local Government authorities for all legal matters.
- Administrative support and Office Management
- Documentation and Record Keeping of Department
- Event and Meeting Coordination with internal and external departments.
- Compliance and Quality Assurance monitoring and evaluating the effectiveness of processes and practices.
- Communication and Liaison with internal and external interactions.
- Financial Administration budgeting, expense tracking, and financial reporting. Processing invoices and managing petty cash.
- Looking after Transport Pool and other vehicles of Hospital and their maintenance along with preparing monthly reports.
- Maintaining all documentation related to Administration, Safety, Security and Transport.

## HOBBIES

- Book Reading
- Photography
- Football
- Automotive
- Cooking

### **Quality Assurance Officer**

#### **ZRK Group Peshawar**

**December 2020 - May 2023**

- Quality Control by analyzing quality data, including product defect rates and customer feedback.
- Compliance and Standards with industry standards, regulations, and certifications.
- Documentation and Reporting records of quality assurance activities, including audit reports and corrective action plans.
- Training and Development of new and existing staff
- Process Monitoring, Calibration and Maintenance of the equipment
- Focusing on customer complaints and concerns related to quality and work to resolving issues in a timely and effective manner.
- Conducting Inspections and Audits for Continuous Improvement
- Supplier and Raw Material Evaluation and testing

### **Admin Officer**

#### **Nasir & Co Construction Company**

**November 2019 - November 2020**

- Compliance and Safety measures to comply with industry regulations, safety standards, and company policies.
- Project Supporting with coordination, tasks including scheduling meetings, preparing project documentation, and tracking project milestones.
- Customer and Stakeholder Relations management with clients, subcontractors, and other stakeholders.

### **Assistant Manager**

#### **MM Coaching Academy**

**November 2018 - October 2019**

- Assist in the overall administration and operations of the academy.
- Handle scheduling and coordination of classes, and trainings.
- Manage and update student records, ensuring all documentation is accurate and current.
- Oversee the preparation and distribution of materials for classes and sessions.
- Help resolve student issues or conflicts, escalating matters to senior management when necessary.
- Monitor student progress and provide feedback to ensure academic goals are met.
- Assist in evaluating the effectiveness of the coaching programs and suggest improvements.

## CERTIFICATES

- Basic Life Support (BLS) Certificate
- Advance Computer Training
- Chinese language certification (HSK 1 level)
- Student to Professional Certification 2018

## REFERENCES

References will be provided upon request