

Bilal Muhammad Sajid

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Education

Lahore University of Management Sciences - BSc. Management Sciences

Aug.2022 - May.2026

Relevant courses: Computer and Problem solving, Principles of Marketing, Computational Problem Solving, Operations Management, Media Writing, Logic and Critical Thinking

Cadet College Hasanabdal – O'Level & A'Level

Apr.2017 - May.2022

Experience

Codeschool.pk - *Operations Coordinator*

Dec.2023 - Feb.2024

- Managed backend operations for an average of 40 customers each month, overseeing the scheduling of over 200 classes, curriculum verification, instructor coordination, administrative tasks, and quality assurance.
- Utilized Wix and WhatsApp for efficient communication, resulted in accurate and timely updates to customers regarding class schedules and facilitated a 30% improvement in the timely payment of invoices by sending reminders to parents.
- Implemented efficient invoicing procedures and customer service through the use of Google Spreadsheets and pivot tables, enhancing operational accuracy
- Spearheaded a targeted lead generation campaign which resulted in a 40% increase in new lead and query management.

Dari Mooch - *Marketing Intern*

Jun.2023 - Aug. 2023

- Successfully generated promotional content for emails resulting in a significant increase in click-through rate by 15% and engagement rate by 20% compared to the previous quarter.
- Collected and analyzed data for upper management, providing valuable insights for decision-making and strategy development.
- Managed Shopify store, including editing products, synchronizing new theme with old theme, and adding new products to ensure a seamless shopping experience.
- Contributed creative ideas for customer retention strategies, resulting in notable improvements in repeat purchases.

IDR - *Intern Expert Relations*

May.2023 - Jun. 2023

- Successfully tackled IDR's backlog of payments as an intern, focusing on clearing over 500 due payments and resolving issues with expert information.
- Led a collaborative effort with the finance team to address and clear all outstanding accounts payable.
- Utilized professional communication skills to revive contact with over 500 experts, via email and LinkedIn and Assisted experts in registering on the payment software 'Tipalti' to streamline and secure payment transfers.
- Played a key role in safeguarding IDR's reputation by promptly addressing 60% payment delays and establishing open communication channels, relieving experts of their overdue payments for research surveys.

Leadership and Extra-curriculars

AIESEC in LUMS - *Director Corporate communications*

Oct.2022 - Present

- Drove revenue generation, exceeding targets through strategic partnerships and onboarding key stakeholders while working with the National Team for Business Development.
- Orchestrated a stellar Art event (Funkari'23), securing influential guest speakers and workshop providers, showcasing exceptional coordination across departments.
- Led a delegation of 18 participants at the National Youth Development Summit (NYDS), ensuring seamless coordination with the National AIESEC committee for a successful conference.
- Led a dynamic three-member team, securing impactful in-kind partnerships for a fall induction event and a notable monetary partnership with Swag Kicks

Honors and Awards

- Duke of Edinburgh's award** - Achieved the Gold Standard, the highest level in the Duke of Edinburgh's award program and becoming the first-ever student in the college to do so while developing key skills such as teamwork, leadership, problem-solving, and resilience.
- Certificate of Excellence and Gold Medal for securing straight As in A'Levels.
- Nominee for the best Fall recruit of the year (AIESEC)

Certifications

- Python Data Structures
- Foundations: Data, Data, Everywhere
- Create Charts and Dashboards Using Microsoft Excel

Skills

Excel, Python, C++, Microsoft Office, VBA, Canva, Content Writing, Public Speaking