



# Usama Tasneem

Experienced in overseeing logistics and event coordination as IEEE Student Branch coordinator. Proficient in managing student queries and providing guidance during events. Provided customer service and assisted with admission processes as an Admission Office Assistant.



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Rawalpindi, Pakistan

## SKILLS

- Leadership
- Teamwork
- Advising
- Student Advocacy
- Communication
- Event Planning
- Conflict resolution
- Advising
- Team Collaboration
- Organizational Skills

## Education

2020 – 2024

**BS-Computer Science**

Riphah International University, Islamabad

2017 – 2019

**Higher Education**

Punjab College of commerce, Cantt Campus, Rawalpindi

2015 - 2017

**Secondary Education**

F.G boys public School, Peshawar road, Rawalpindi

## Work Experience

**IEEE Student Branch, Riphah University**

(2022 – 2024)

- Oversaw placement of promotional banners across university campus.
- Coordinated logistics and ensured timely execution.
- Managed student queries and provided guidance during events.
- Managed team activities for smooth event operations

**Social Media Coordinator at Nexoleaf**

(2021 – 2023)

- Designed and created engaging social media content for Facebook.
- Managed the posting schedule and monitored page analytics.
- Enhanced online presence and community interaction through strategic content management

**Admission Office Assistant, Riphah University**

(2022 – 2023)

- Handled incoming calls, responded to inquiries, and greeted guests.
- Provided guidance and assistance throughout the admission process
- Ensured smooth operation and coordination of admission related activities.

## Language

Urdu



English

