

# Muhammad Haris Nawaz

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## EDUCATION

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**Cadet College Hasan Abdal**  
Matriculation

**July, 2018**

**Cadet College Hasan Abdal**  
Intermediate Pre Engineering

**August, 2020**

**Institute of Business Administration, Karachi**  
BBA

**June, 2024**

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## WORK EXPERIENCE

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**HR Intern**  
The HRTG

**March, 2022 – October, 2022**

- I was supposed to contact and maintain the record of the clients who sent in their CV's for various job openings at our client companies.

**Director Operations**  
IBA Student Government

**October, 2022 – Present**

- Manage the Operations and Security Department of all the events organized by the IBA Student Government.
- Stay in touch with the administration and the vendor to make sure the smooth process throughout the events.

**Director Operations and Security**  
IBA Alumni and Placement Society

**October, 2021 – May, 2022**

- Manage the Operations and Security Department of all the events organized by the IBA Alumni and Placement Society.
- Look after the operations side of the Career Fair where around 150 companies set up their stalls send their representatives for the recruitment process.

**Executive Council Member**  
IBA Hostel Society

**September, 2021 – June, 2022**

- Look after all the residents in the hostel and make sure that all the issues being faced by them are solved on time.
- Organizing various recreational activities for residents i.e., Sports Week, Welcome and Farewell Parties and the Alumni Dinner etc.

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## SKILLS

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- Expert in Microsoft Word, Excel and Powerpoint
- Decision Making
- Team Management
- Basic knowledge of Python
- Expert at event organizing and Operations
- Public Speaking

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## AWARDS

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### Duke Of Edinburgh International Award

2019

Silver Award

### Section Commander

2019-20

Appointment Holder at College

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## VOLUNTEER EXPERIENCE

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### WWF

Create awareness in people about the hazards caused by plastic waste and try to minimize it by donating all the plastic bottles and wrappers to get them recycled.

### Akhuwat

Went to different areas and met the people living below the poverty line, heard to their issues and tried to help them as much as possible

### WWF

Create awareness about the endangered wildlife species and telling people the ways to protect themselves from the endangered animals if they encounter one instead of killing it.

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## INTERESTS

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- Cricket
- Music
- Horse Riding