

Muhammad Haris Nawaz

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EDUCATION

Cadet College Hasan Abdal
Matriculation

July, 2018

Cadet College Hasan Abdal
Intermediate Pre Engineering

August, 2020

Institute of Business Administration, Karachi
BBA

June, 2024

WORK EXPERIENCE

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.

SKILLS

Microsoft Office Proficiency

- Expert in Microsoft Word, Excel and Powerpoint
- Decision Making
- Team Management

Technical Skills

- Basic knowledge of Python
- Expert at event organizing and Operations
- Public Speaking

AWARDS

Duke Of Edinburgh International Award

Silver Award

2019

Section Commander

Appointment Holder at College

2019-20

VOLUNTEER EXPERIENCE

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.

INTERESTS

- Cricket
- Music
- Horse Riding