

Job Posting: Applications Lead

Role Description:

I am seeking an extremely enthusiastic, detail-oriented, and motivated Applications Lead to manage my job application process. This role involves launching applications on various job portals and company websites. Most importantly, this is a unique opportunity to gain extensive experience and commercial awareness honed through expert mentoring and coaching from industry experts and academic leaders in the UK.

The ideal candidate should understand the urgency and importance that the role entails, which represent the culmination of my academic and professional journey. A keen attention to detail and a strong work ethic are essential. I have dedicated myself to achieving and maintaining academic and professional excellence, and I require an Applications Lead to help manage my workload and navigate this crucial next step.

This role offers significant mutual benefits. As the Applications Lead, you will receive personal mentoring and access to key information in the commercial sphere, professional branding, and other domains. This mentorship and guidance are often provided at a high cost to clients, but you will gain this invaluable experience as part of your role. You will be working closely with me, benefiting from the insights and knowledge I have acquired through my extensive professional and academic journey. This collaboration will not only enhance your skills and knowledge but also significantly boost your career development and commercial awareness.

Key Responsibilities:

- Inputting candidate information with great care.
- Updating the central application tracking sheet with key information.
- Assessing company profiles, values, recent projects, and sector-specific details to incorporate them into cover letters and responses.
- Analyzing job roles and tailoring candidate CVs, cover letters, and responses to demonstrate synergy and enthusiasm for the role.
- Utilizing provided resources such as CV templates, cover letters, STAR stories, interview breakdowns, scripts, technical skills, and templates to craft applications.
- Synthesizing information and writing application materials.
- Facilitating interview and test preparation.
- **Ensuring complete confidentiality of all candidate information and job details.**

Key Skills:

- Attention to detail
- Strong work ethic
- Ability to synthesize and write information clearly
- Proficiency with ChatGPT (4.0 subscription provided)
- Proficiency with Microsoft Word and Excel
- Understanding the urgency and importance of the applications process

Work Mode:

- Remote

Hours:

- 20 hours per week (Flexible: 4 days at 5 hours/day or 5 days at 4 hours/day)

Salary:

- 40,000 PKR per month

Additional Benefits:

- Immense professional development and commercial awareness.
- Mentoring and coaching honed through industry leaders, including senior partners in leading consulting companies, directors of consulting firms, the Careers Services Team and leading academics at Queen Mary University of London.
- Valuable experience and knowledge in commercial awareness and professional development, including professional branding, curating and tailoring exceptional industry-standard resumes, personal statements and cover letters, and interview preparation often provided at a high cost to clients.
- Significant mutual benefits through receiving personal mentoring and key information in the commercial sphere and professional branding among other domains, enhancing your skills, knowledge, and career prospects.

Provided Resources:

- Complete tailored CV templates
- Cover letter samples
- STAR stories
- Interview breakdowns and scripts
- Key technical skills guides
- InMail requests and templates

About Me:

Education:

- BSc in Mathematics (First-Class Honors) – FCC
- MSc in Data Analytics (Distinction) - Queen Mary University of London
 - Active nominee for honorary SEED Award
 - Gold Award Recipient for contributions and leadership roles:
 - Course Rep for Data Analytics
 - Ambassador for the School of Mathematical Sciences

Recent Professional Experience:

- Data Analyst - Spring Community Hub (Oct 2023 – March 2024)
- Data Analyst - External Relations Directorate at Queen Mary
 - Nominated for Best Use of Data at the HEIST Awards 2024

Endorsements:

- “We have been extremely fortunate to have Muhammad as Ambassador for our School and program. Indeed, Muhammad’s experience with different internships and working schemes within and outside the University have been key to show the many possibilities available for students in our Program. Recruitment has become an issue for many universities in the UK, and I believe that contributions such as those offered by Muhammad have a clear impact in one of the key aspects of our community. Overall, Muhammad is an extremely motivated, hard-working, and diligent fellow.” – Director Data Analytics QMUL
- “Blimey, that is an exceptional CV.” - Director Crowe Consulting U.K. LLP
- “The CV looks amazing, Muhammad!” - Recruitment Consultant Hays

If you are enthusiastic, detail-oriented, and motivated, I would love to hear from you.