

# UPHAZ MURAD CHAUDHARY

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## PROFESSIONAL SUMMARY

- Experienced in managing client relationships for a private nursing home care business, demonstrating strong communication and interpersonal skills.
- Finance tutor with 4 years of experience teaching BBA, B.Com, and middle school students. Skilled in simplifying complex concepts and fostering a supportive learning environment.

## WORK EXPERIENCE

<b>Home Nursing Care Business (Client Relationship Manager)</b>	<b>Jan 2022 - Present</b>
<ul style="list-style-type: none"><li><b>Managed client relationships:</b> Ensured satisfaction and promptly addressed concerns, tailoring solutions to client needs.</li><li><b>Enhanced communication skills:</b> Developed through regular client interactions.</li></ul>	
<b>Freelance Tutor (Finance and General Subjects Tutor)</b>	<b>Apr 2021 - Present</b>
<ul style="list-style-type: none"><li><b>Tutored BBA, B.Com, and middle school students:</b> Simplified complex financial concepts, enhancing understanding and academic performance.</li><li><b>Adapted teaching methods:</b> Tailored to individual learning styles and needs over 4 years.</li></ul>	

## EDUCATION

### BBA (In Progress)

Salim Habib University

Expected Graduation: [July 2026]

### Bachelor of Commerce (B.Com)

Karachi University

### Chartered Accountancy [(CAF Level) In Progress]

Institute of Chartered Accountancy (ICAP)

Completed: [4] out of 8 exams

## SKILLS & CERTIFICATIONS

- Client Relationship Management:** Managed client relationships, strong communication skills.
- Writing Skills:** Certified by ICAP, proficient in researching and writing articles.
- Technical Skills:** Microsoft Excel (data analysis, financial modeling), Microsoft Word (document creation), Canva (graphic design).

## PROJECTS & VOLUNTEER EXPERIENCE

- Client Management System Implementation:** Developed and implemented a system for a nursing home care business.
- Finance Tutoring Program:** Designed and executed a tutoring program for BBA and B.Com students.
- Community Tutoring Program:** Provided free tutoring services to underprivileged students.
- Local Charity Organization:** Organized fundraising events, managed volunteer teams.