

# 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

**Home Nursing Care Business (*Client Relationship Manager*)** Jan 2022 - Present

- Managed client relationships:** Ensured satisfaction and promptly addressed concerns, tailoring solutions to client needs.
- Enhanced communication skills:** Developed through regular client interactions.

**Freelance Tutor (*Finance and General Subjects Tutor*)** Apr 2021 - Present

- Tutored BBA, B.Com, and middle school students:** Simplified complex financial concepts, enhancing understanding and academic performance.
- Adapted teaching methods:** Tailored to individual learning styles and needs over 4 years.

## 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.