

# HasanMalikresume - 20199-2.pdf

## Hasan M Malik

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contact number :  
0303-2091785

### Profile/skills

- Highly skilled in Microsoft Office and Google Suite.
- Highly proficient writing, editing and proof reading skills.
- Direct the planning and execution of university events.
- Experience in working with university database systems.
- Exceptional critical thinking and analytical skills.
- Excellent communication, presentation and Interpersonal skills.
- High level administrative and time-management skills.
- Proficient statistical, mathematical, and computer skills.
- Experience in collecting, compiling and processing statistical/business data.

### EDUCATION

- University of Minnesota, Morris - Bachelors (Major: Economics, Minor: Statistics) - 2013-2017

### EXPERIENCE

#### University of Minnesota, Twin Cities - Office of the Registrar

##### ***Executive Office and Administrative Specialist (Aug 2017 - Aug 2018)***

- Serve as the team lead for the Imaging unit in regards to managing day-to-day activities of the student workers.
- Participate in project prioritization, strategic planning, and business process improvements for the Imaging unit and the Office of the Registrar.
- Responsible for the oversight of the day-to-day operations of the Imaging unit.
- Managing important/confidential documents in database systems.
- Ensure that best practices and academic records integrity are upheld and documented
- Track and analyze statistics to determine needs and enhancements in order to ensure service levels are maintained.
- Support the Office of the Registrar as an expert in Duplicate ID resolution.
- Planning and managing departmental budget.
- Handling of departmental mail.

# Hasan M Malik

## My Contact

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☎ +92 303 2091785

📍 Karachi, Pakistan

## Hard Skill

- Administrative Skills
- Operating database systems
- Financial management and budgeting
- Project Management
- Data Analysis
- Web Development (HTML5, CSS and Javascript)

## Soft Skill

- Customer Service
- Decision making
- Leadership and Team Management
- Multi-tasking
- Adaptability
- Communication and Interpersonal skills

## Education Background

- University of Minnesota, Morris  
Bachelors in Economics, Minor: Statistics  
Completed in 2017

## About Me

An experienced administrative professional with years of extensive experience in project coordination, handling confidential information, delivering top-notch customer service, and formulating strategies to accomplish organizational objectives. Adept at implementing process improvements in various administrative functions, including policy and procedure planning.

## Professional Experience

### Cafe Qayam | Sole Proprietor/Executive Manager

March 2022 – Present

- Leading and managing all restaurant employees in a fast-paced working environment
- Implementing innovative marketing strategies to increase business sales
- Managing all financial and operational aspects of the business
- Hiring and training a diverse team of staff members

### Kaiser Restaurant | Senior Manager

September 2018 – February 2022

- Administered operations on a daily basis and ensured protocol was followed by staff
- Reviewed financial transactions and allocated restaurant budget more efficiently
- Managed food inventory, ensuring stock was sufficient at all times
- Monitored food preparation to ensure 100% customer satisfaction

### University of Minnesota, Twin Cities – Office of the Registrar | Executive Operations and Administrative Specialist

Aug 2017 – July 2018

- Served as the team lead for the Imaging unit in regards to managing day-to-day
- activities of the student workers
- Processed enrollment requests for non-degree graduate and undergraduate students.
- Participated in project prioritization, strategic planning, and business process improvements for the Imaging unit and the Office of the Registrar.

## Languages

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Fluent in English, Urdu and Hindi

- Supervised daily operations of the imaging unit, ensuring it's efficient and effective functioning
- Managed important/confidential documents in database systems.
- Ensured that best practices and academic records integrity are upheld and documented
- Tracked and analysed statistics to determine needs and enhancements in order to ensure service levels are maintained
- Supported the Office of the Registrar as an expert in Duplicate ID resolution
- Planned and managed departmental budget

### **University of Minnesota, Morris – One Stop Student Services | Customer Relations Representative**

*August 2016 – December 2016*

- Worked with applications such as Salesforce and People soft to manage student information
- Handled all student inquiries via phone, email and in person
- Record Keeping of One Stop counsellors schedule and availability