

# HUMZA TARIQ

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+966 580046595 | mhamzatariq407@gmail.com

## Personal Information

Date of Birth: June 1995

Nationality: Pakistan

Iqama: Valid and Transferable

## Professional Summary

I bring a strong professional background with a combined **8 years of diverse work experience**. This includes **2 years as a Sales Coordinator** in a fast-paced business environment, where I developed skills in customer account management, order processing, record keeping, and cross-department coordination to ensure smooth operations. Additionally, I have **6 years of teaching experience**, during which I planned and delivered lessons, assessed student performance, prepared academic reports, and maintained effective communication with colleagues and parents. This blend of administrative, organizational, and communication skills equips me to adapt to various roles and deliver results efficiently.

## Education

BS-IT, University of Gujrat — 2013–2017

F.Sc (Pre-Engineering), BISE Gujranwala — 2011–2013

Matriculation, BISE Gujranwala — 2009–2011

## Certificates

Data Analytics and Business Intelligence, DigiSkills — July 2024 – Sept 2024

## Skills

- Microsoft Office Suite (Excel, Word, PowerPoint)
- SAP System Operation
- Data Cleaning & Visualization
- Google Analytics
- Power BI

- Record Keeping & Report Preparation
- Communication & Coordination Skills

## Experience

- Computer Science Teacher

Al Faizan Public High School – Pakistan — 2018 – 2024

1. Planned and delivered lessons according to the curriculum for assigned subjects.
2. Assessed student performance through tests, assignments, and class participation.
3. Prepared educational materials and maintained records of student progress.
4. Coordinated with colleagues and parents to support students' academic growth.

- Sales Coordinator

The International Electrical Product Co., Dammam, KSA — March 2024 – August 2025

5. Supported the sales team in achieving monthly and quarterly targets by managing customer accounts and tracking sales activities.
6. Prepared and processed sales orders, quotations, invoices, and delivery notes with high accuracy.
7. Coordinated with internal departments to ensure timely delivery and customer satisfaction.
8. Handled client queries and followed up on pending orders and payments to ensure smooth operations.