


Syed Uzair Bokhari

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PROFESSIONAL SUMMARY

A versatile professional with 10+ years of experience in management, education, HR, and digital marketing. Proven ability to drive operational efficiency, foster growth, and build strong stakeholder relationships. Seeking to leverage a unique skill set in a challenging leadership or administration role.

PROFESSIONAL EXPERIENCE

The Beaconhouse Group, Lahore

Parent Relations Officer | Current – Present

- ✓ Increased parent satisfaction by 15% through improved communication strategies.
- ✓ Resolved 95% of inquiries within 24 hours, enhancing family engagement.

Axis Recruitment, Lahore

Medical Billing Officer | 2022 – 2023

- ✓ Managed billing for 50+ accounts with 99% accuracy, reducing delays by 10%.
- ✓ Recovered PKR 500K in revenue by resolving discrepancies.

Black Arrows, Lahore

Closer | 2021 – 2022

- ✓ Exceeded quarterly sales targets by 15% through effective deal closing.
- ✓ Generated 20% repeat business via relationship management.

Gtn Wire, Lahore

SEO Executive & Content Creator | 2019 – 2021

- ✓ Increased organic website traffic by 40% and improved search rankings for 15+ keywords.
- ✓ Authored 50+ content pieces, increasing session duration by 25%.

Karma Software Solutions, Lahore

Customer Support Representative | 2018 – 2019

- ✓ Achieved 95% customer satisfaction and reduced resolution time by 20%.

Earn Be Smart, Lahore

Human Resources Manager | 2017 – 2018

- ✓ Reduced time-to-hire by 20% and onboarded 30+ employees.

Sales & Services, Quetta

Manager | 2011 – 2017

- ✓ Led a team of 8, achieving 15% annual sales growth and 30% repeat business.

Babar English Medium High School, Quetta

Senior English & Sciences Teacher | 2010 – 2011

- ✓ Designed and delivered engaging lesson plans for secondary-level English and Science.
- ✓ Fostered a supportive learning environment, improving student participation and outcomes.

SKILLS

- 📌 Management: Operations, Team Leadership, Strategic Planning
- 📌 Education: Curriculum Delivery, Student Engagement, Interdisciplinary Instruction
- 📌 HR: Recruitment, Onboarding, Employee Relations
- 📌 Digital Marketing: SEO, Content Creation, Google Analytics
- 📌 Technical: MS Office, CRM Software, Medical Billing Systems, HTML/CSS Basics

EDUCATION & CERTIFICATIONS

- 🎓 Master of Economics, University of Balochistan | 2015
- 🎓 Bachelor of Commerce, University of Balochistan | 2012
- 🎓 HSC Computer Science, Balochistan Institute of Technology | 2008
- 📜 DigiSkills Certifications: Freelancing, SEO, E-Commerce, Creative Writing | 2021–2023
- 📜 CSS Central Superior Services | 2016
- 📜 GAT Graduate Assessment Test | 2015