



Muhammad Hamza

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PROFESSIONAL SUMMARY

Assessment Lead and ACCA finalist with an MSc in Accounting and Finance and over four years of experience across UK higher education administration and accounting practice. Leads assessment operations at UK Management College, covering results processing, progression and award decisions, and regulatory compliance for 12,000+ students on seven programmes across six campuses and four validating partner universities. Strong record in data accuracy and reconciliation, audit trails, process improvement and clear stakeholder communication, built on a foundation in financial reporting and analysis.

EMPLOYMENT HISTORY

Assessment Lead · UK Management College (UKMC), Manchester Jul 2026 to present

- Lead the Assessment Office, overseeing results processing and progression and award decisions for 3,000+ student records per cycle across six campuses and multiple intakes.
- Apply the academic regulations of four validating partner universities to progression, compensation, resit and classification decisions, ensuring compliant and defensible outcomes.
- Prepare results files, exception reports and supporting documentation for assessment boards, maintaining complete audit trails from source data to final decision.
- Manage reassessment and resit cycles end to end, including submission tracking, marks processing and results release.
- Reconcile marks and student statuses across multiple systems (student records, VLE gradebooks and registration data) to ensure reporting accuracy.
- Act as escalation point for regulation queries, liaising with Course Directors, Registry and partner universities, and supervise and quality-check the work of the assessment team.

Assessment Support Coordinator · UK Management College (UKMC), Manchester Feb 2025 to Jul 2026

- Coordinated assessment cycles, ensuring timely marking and feedback for 3,000+ student evaluations each term.
- Implemented digital tracking for submissions and results, reducing errors and increasing transparency.
- Analysed assessment data to identify trends, informing curriculum and student support improvements.
- Worked with faculty to standardise assessment practice, improving evaluation reliability.

Student Ambassador · BPP University, London Feb 2024 to Feb 2025

- Represented BPP at events, supporting prospective and current students through enrolment, campus navigation and student life queries.
- Contributed to marketing and student engagement initiatives, strengthening communication and organisational skills in a public-facing role.

Accounting Associate · Atom Services Ltd, US and Pakistan operations Jan 2019 to Dec 2021

- Prepared accurate financial statements providing strategic insights for senior management planning.
- Managed accounts and resolved bank reconciliation discrepancies efficiently.
- Ensured financial compliance and implemented internal controls, enhancing asset security and reporting accuracy.

VOLUNTEER EXPERIENCE

Student Voice Representative · BPP Students Association, London Jul 2024 to Feb 2025

- Represented student interests at university boards, voicing feedback that improved university policies and engagement.
- Engaged with senior leaders in town halls and worked with student bodies to improve services.

EDUCATION AND QUALIFICATIONS

ACCA Finalist, ACCA, UK · 10 of 13 papers completed, including Strategic Business Leader	In progress
PGCert Learning and Teaching in Higher Education, University of Cumbria	In progress
MSc Accounting and Finance (Merit), BPP University, London	Feb 2025
Advanced Diploma in Accounting and Finance (Merit), BPP University, London	Jun 2024
Professional courses: Presentation and Communication Skills; Writing Skills (ICAP, Pakistan)	2018

SKILLS

Assessment and Results Processing · Academic Regulations and Compliance · Financial Reporting and Analysis ·
Advanced Excel and Data Reconciliation · Process Improvement · Stakeholder Communication · Team Leadership