



Muhammad Saddiq

Date of birth: 10/10/1995 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:** (+92) 3039524062 (Mobile) | **Email address:** msiddiq549@gmail.com | **LinkedIn:** <https://www.linkedin.com/in/muhammad-saddiq-7b40a4248/> |

Address: Mohalla Garhi Bazar Hangu, Hangu, KPK Pakistan, 26190, Hangu, Pakistan (Home)

● ABOUT ME

A talented computer science graduate with good all-round supervisory and technical skills. A proven ability of developing projects from inception through production to final delivery. Right now looking for a suitable position with a company to make best use of my existing skills & experiences also further my personal development.

● WORK EXPERIENCE

10/01/2023 – 10/04/2023 Hangu, Pakistan

TEHSIL SUPPORT OFFICER NADRA PAKISTAN

- Get the Data from Teachers and Supervisors pasted in sheet.
- Arrange and sort Data.
- Extract Errors and Clean the Data.
- Then present it to AC, DC.

05/09/2022 – 01/01/2023 Hangu, Pakistan

ACCOUNTS ADMINISTRATOR DILLS SCHOOL AND COLLEGE HANGU

- Maintain School, Teachers and Students Data in Excel.
- Composing Papers, Making notifications in MS Word

15/09/2020 – 01/09/2022 Hangu, Pakistan

DATA-ENTRY OFFICER BURAQ SCHOOL

- Gained Strong multi-tasking attention to detail the ability to work Independently.
- Composing Papers, Making notifications in MS Word.

01/03/2022 – 01/11/2022 Hangu, Pakistan

DATA-ENTRY OFFICER WFP GOVT PROJECT

1. This is My Remote Job only as a Data entry operator.
2. Entry of Data About PLW women and Children.
3. Extract Errors, Sort the Data etc.

● EDUCATION AND TRAINING

01/09/2015 – 01/11/2019 Kohat, Pakistan

BS IN COMPUTER SCIENCE (BSCS) Kohat University of Science and Technology

01/03/2020 – 01/03/2021 Kohat, Pakistan

DIPLOMA IN INFORMATION TECHNOLOGY (DIT) Global Academy Kohat

● LANGUAGE SKILLS

Mother tongue(s): **URDU** | **PASHTO**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	A2	B1	A1	A1	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access

● **HOBBIES AND INTERESTS**

Sport

1. Badminton.
2. Cricket.

Hiking

Traveling

● **PROJECTS**

10/01/2023 – 10/04/2023

Digital Census Project
