Muhammad Siddique

Address: Faisalabad.

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OBJECTIVES:

Seeking a full time career with a National or International organization in the central Punjab and South Punjab area to utilize my professional knowledge and experience for a corporate growth of the company.

Academic Qualification

Degree / Diploma	Year	Board / Institute
Auto Cad	(2009)	Govt. College of Technology Sahiwal.
Graduation	(2007)	Allama Iqbal University Islamabad.
D.A.E (Civil)	(2005)	Govt. College of Technology Sahiwal.

Computer Proficiency:

MS Windows Microsoft Office Urdu In page Coral Draw Auto Cad

Adobe Photoshop Ultra / Trade Termina Internet & e-mail ERP/Oracle

Professional Background:

November 2021 to July 2023

Company

Business Line : Engineering CoatingPosition: : Territory Manager

: Faisalabad and Multan Territory: Kaizen(Kansai) Paint Pvt.Ltd.

Job Description:

- Sale of Engineering Coating Products, (Road Safety Products, Matel Protection System, Concrete Protection System, Wood Protection System, Fire Protection System Water proofing, Roof Protection System & Construction Chemicles)
- Supervise supply & apply projects
- Resposible for timely payments collection against outstanding.
- Preparation of all financial records pertaining to the projects and regular retail & corporate customers.

September 2020 Nov.2021

Business Line : Diamond Road Rays
 Position: : Territory Manager
 : Multan Territory

Company : Diamond Paints Pakistan

Job Description:

- Sale of Road safety products, Diamond Material Sale and Project Payment collection
- Preparation and submission of project invoices to the Employer
- Preparation of all financial records pertaining to the project;



- Procurement and maintenance of project premises;
- Residences and local travel arrangements for Applications Teams;
- Operation and maintenance of project vehicles, equipments; and managing the application staff.

October 2016 to September 2019

Business Line : Berger Road Safety

Company : Sales Officer

Multan Territory

BERGER Paints Pakistan

Job Description:

• Familiar with Oracle ERP, MIS System for Oracle and Inventory Management.

- Sale of Road safety products, Berger Material Sale and Project Payment collection
- Preparation and submission of project invoices to the Employer
- Preparation of all financial records pertaining to the project.
- Procurement and maintenance of project premises.
- Residences and local travel arrangements for Applications Teams.

• Operation and maintenance of project vehicles, equipments; and managing the application staff.

April 2015 to August 2016

Business Line :
Position: :
Company : Berger Road Safety **Assistant Sales Officer**

Multan Territory

BERGER Paints Pakistan

Job Description:

- Sale of Road safety products, Berger Material Sale and Project Payment collection
- Preparation and submission of project invoices to the Employer
- Preparation of all financial records pertaining to the project;
- Procurement and maintenance of project premises;
- Residences and local travel arrangements for Applications Teams;
- Operation and maintenance of project vehicles, equipments; and managing the application staff.

October 2014 to April 2015

Business Line Berger Road Safety

Position: Junior Officer (Site Supervisor) Center, Lahore, Multan Territory

Company **BERGER Paints Pakistan**

Job Description:

- Preparation and submission of project requests to the Employer
- Preparation of all financial records pertaining to the project;
- Procurement and maintenance of project application machinery and vehicles;
- Operation and maintenance of project vehicles; and managing the application staff.

• Making site expenses vouchers, Layout Plans on Auto Cad and Calculate Quantities.

February 2013 to October 2014

Consultant
 Position:
 Project
 NESPAK. (JV) LBDC Consultant
 Site Inspector/Office Manager
 Contract No.LBDC/ICB-05:

Rehabilitation & Upgradation of Branch Canals and Distribution System Covering Sahiwal Division, Construction of Buildings FO offices, Structures and

Bridges on Canals

Client: Project Management Unit (PMU)

■ Contractor : (NEIE-LAC) NEIE(China) JV M/s LAC(Rawalpindi)

Job Description:

• Preparation and submission of project invoices to the Employer

- Preparation of all financial records pertaining to the project;
- Procurement and maintenance of project premises;
- Procurement and management of office supplies and equipment;
- Arrangements for visas, work permits, etc for all expatriate staff;
- International and local travel arrangements;
- Operation and maintenance of project vehicles; and managing the administrative staff.
- Making X-Sections, Profile, Layout Plans on Auto Cad and Calculate Quantities.