



# ENGR MUHAMMAD AWAIS SIDDIQUI

## CONTACT



Peshawar, Pakistan



+92 3139113208



muhammad.awaissiddiqi5@gmail.com

## PERSONAL INFORMATION

National Identity: 17301-8796883-3

Religion: Islam

Language: English, Urdu and Pashto

Domicile: Peshawar

Marital Status: Married

Date of Birth: 2nd April, 1998

## TECHNICAL EXPERTISE

- Experienced in MS Excel, MS Word and MS Office.
- Communication Skills (Written and Spoken).
- Administrative skills.
- Preparation of records.
- Scheduling, maintaining files.
- General IT tasks.
- Multi Tasker and Problem Solver.
- Strong Analytical Skills.

## REFERENCES.

- Shall be furnished on request.



## PROFESSIONAL PROFILE

Self-driven with excellent organizational and interpersonal skills, in addition to advanced communication skills, leveraged in building positive relationship with people of diverse backgrounds, with ability to engage people, and with extensive experience with technology-based techniques to successfully deliver solution tied to organizational growth.



## PROFESSIONAL QUALIFICATION

### Bachelor Of Civil Engineering

OCT 2021

Sarhad University of Science & IT, Peshawar Pakistan

### Diploma in Civil Engineering

FEB 2018

Muslim College Of Technology, Peshawar Pakistan

### Diploma in Information Technology

AUG 2020

Govt Technical & Vocational College, Peshawar Pakistan



## ACADEMIC QUALIFICATION

### Matriculation (Science)

MAR 2014

Peshawar Model School, Peshawar Pakistan



## PROFESSIONAL EXPERIENCE

### MOIZ INTERNATIONAL IMPORTER & EXPORTER

AS A MANAGER:

DEC 2021 – JAN 2023

My main responsibilities were:

- Responsible for managing and performing all Office computer/file Work.
- Supervising, scheduling and reviewing all Office work.
- Coordinating with the Partners.
- Looking through all bank related work.
- Dealing with the clients and maintaining strong professional relationships.

### PAKHTUNKHWA HIGHWAY AUTHORITY “GOVT OF KPK”

TRAINEE ENGINEER CIVIL

FEB 2023 – 08 AUG 2023

My responsibilities were:

- Performing all practical and administrative duties assigned by the supervisor.
- Monitor the implementation of approved Project Quality Plan and coordinate with all project team on quality issues.
- Ensure that all process, activities comply with the project specification.

### REALTORS.PK.COM

AS INVESTMENT ADVISER:

### “REAL ESTATE COMPANY”

18AUG 2023 – TILL NOW

My responsibilities are:

- To Identify and pursue new business opportunity for the organization.
- Search and analyze the market to identify potential clients to expand the company's customer base and increase revenue.



## SKILLS

My education and professional experience have honed the following skills.

- Strong understanding of Office Work.
- Preparation of work in MS Excel.
- Good sense of direction and able to see the overall picture of work.
- Personal skills such as Team Building, Communication and Time management skills
- Ability to take direction and work independently