



# Muhammad Haris Siddiqui

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## Summary

To employ my capabilities and competencies gained through knowledge and experience for the overall growth, prosperity and development of organization to maintain effective internal controls at departmental and organizational level for achievement of organizational milestones.

## Education

- **Masters in Business Administration (HR)** – (3.5 cgpa)  
Iqra National University, Peshawar (2023)
- **MS in Civil Engineering** (Transportation Engineering) - (3.4 cgpa)  
Abasyn University, Peshawar (2021)
- **BS Civil Engineering** – (2.81 cgpa)  
City University of Science and Information Technology, Peshawar (2018)

## Experience

**Admin and HR Manager** - 08/2020 to 11/2023

**M/S Construxive**

- Administrative support to CEO in office and construction affairs.
- Preparing monthly/weekly bills, maintaining balance sheets.
- Responsible for all administrative activities.
- Support the staff and seniors in designing the structure of the company and setting goals.
- Handling procurement.
- Manage inventories.
- Keep records of invoices and tax payments.
- Preparing minutes of meetings.
- Arrangements of meetings with clients and consultants.
- Coordination with stakeholders.
- Hiring suitable candidate for specific positions.
- Identify constraints and recommend corrective measures.
- Liaise with and review budgets and expenditures.

**CQI Convener - 10/2023 to date**

**Civil Engineering Department, Iqra National University**

- Organizes the CQI monthly meetings and sets the agenda.
- Reviews performance indicators with the team on a monthly basis and initiate small tests of change (STOCs).
- Oversees documentation through routine chart abstraction, flags indicators that need improvement, discusses with team and initiates STOCs.
- Ensures that the CQI team works on the STOC identified using the Plan-Do-Study-Act (PDSA) cycle.
- Responsible for sending a monthly facility report on CQI activities, which includes the progress that have been made in the STOC, working on from PEC documentation audits, performance measurement, and what was discussed and planned for at the accreditation meeting.
- Coordinates all students' outcomes activities and satisfaction surveys.
- Ensures that all CQI processes (STOC, proper documentation, etc.) are discussed during the departmental meetings.
- Participates in chart abstractions during performance measures and student-level outcomes.
- Advocates for the practice of data demand and information use (DDIU) system in place at the facility.

**Lecturer - 10/2021 to date**

**Civil Engineering Department, Iqra National University**

- Preparing and delivering lectures, tutorials, workshops, and seminars.
- Collaborating with other academics and lecturers to improve teaching methods and expand knowledge base.
- Setting and grading assignments, tests, and exams.
- Attending and participating in meetings, conferences, and other events in and outside of the institution.
- Providing support to students and other colleagues.

**Program Coordinator - 8/2021 to 9/2022**

**Civil Engineering Department, Iqra National University**

- Develop proposals and curricular outlines for new academic semester.
- Distribution of equal work load.
- Assist in the hiring of departmental academic positions.
- Support the Director Administration, Dean and Head of Department in designing the structure of the graduate and undergraduate academic program and setting departmental goals.
- Coordinate scheduling of class venues.
- Handle scheduling of academic calendar including students' weekly class schedule; maintain faculty calendar.
- Reporting of staff's attendance.
- Document all internal faculty committees, set agendas for committee meetings, and develop list of official policies for faculty.

**Lab Engineer - 2/2021 to 9/2021**

**Civil Engineering Department, Iqra National University**

- Design and conduct labs.
- Operation, maintenance and inventory management of lab equipment and consumables
- Preparation and grading of laboratory and other exams.
- Selection and upgrading of lab equipment as required.

**Visiting Lecturer - 10/2019 to 9/2021**

**Civil Engineering Technology Department, Sarhad University, Peshawar**

- Teach as a member of a teaching team within an established programme of study.
- Teach in a variety of settings ensuring content, methods of delivery and learning materials meet the defined learning objectives for individual teaching sessions.
- Set and mark assignments and set examination questions as well as assessing the work and progress of students by reference to defined criteria and provide constructive feedback to students.
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analyzing feedback.

**Assistant Resident Engineer - 3/2019 to 3/2021**

**Structural Engineering Solutions, Consultants**

- Responsible for administration of construction contract works, and assist the RE with prompt exchange of correspondence and submittals to all contractors.
- Orient, assign, and supervise the construction inspection staff on a daily basis so that all contractor activities are adequately covered.
- Respond with appropriate and necessary levels of construction supervision to provide quality assurance in accordance with contract documents.
- Coordinate the interface of the construction work with other contractors on the site.
- Assist the RE and QS team in negotiations with the contractor regarding the value of claims or changes in schedule.
- Review the contractor's progress at all times. Monitor the material incorporated in the work, the materials stored at the site, and the contractor's manpower and equipment.
- Attend weekly, monthly, and other progress meetings held at the site as required.
- Identify constraints and recommend corrective measures.
- Coordination with contractor's supervisory personnel regarding schedule, sequence, and method of work.

**Visiting Lecturer - 2/2019 to 2/2021**

**Civil Engineering Technology Department, Abasyn University**

- Teach as a member of a teaching team within an established programme of study.
- Teach in a variety of settings ensuring content, methods of delivery and learning materials meet the defined learning objectives for individual teaching sessions.
- Set and mark assignments and set examination questions as well as assessing the work and progress of students by reference to defined criteria and provide constructive feedback to students.
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analyzing feedback.

## Highlights

### Skills

- Organization Management
- Strong decision maker
- Complex problem solver
- Administrative skills
- Innovative
- Service-focused
- Teamwork
- Leadership

### Digital

- HCS2000
- Minitab
- Sidra Intersections
- Oracle
- QGIS
- SAP2000 (Civil)
- SPSS
- Microsoft Office

## Courses Certifications

- Strategy and Sustainability; Duration : 06 weeks  
**IESE Business School**, University of Navarra ; Achieved Grade : 89%
- Organizational Behavior: How To Manage People; Duration : 04 weeks  
**IESE Business School**, University of Navarra; Achieved Grade :97%
- Leading Healthcare Quality and Safety; Duration : 05 weeks  
**The George Washington University**; Achieved Grade : 88%
- Leadership and Disruption; Duration : 04 weeks  
**Fundação Instituto de Administração**; Achieved Grade : 85%
- International Leadership and Organizational Behavior; Duration : 06 weeks  
**Università Bocconi**; Achieved Grade : 75%
- Human Resources Analytics; Duration : 04 weeks  
**University of California, Irvine**; Achieved Grade : 95%
- Hiring Practices; Duration : 04 weeks  
**University of California, Irvine**; Achieved Grade : 85%
- Companies and Climate Change; Duration : 04 weeks  
**ESSEC Business School**; Achieved Grade : 88%
- Strategic Organization Design; Duration : 06 weeks;  
**Ludwig-Maximilians-Universität München (LMU)**; Achieved Grade : 90%
- Strategic Management; Duration : 04 weeks  
**Copenhagen Business School**; Achieved Grade : 100%

## Specialization Certifications

- Leading People and Teams; Duration : 18 weeks;  
**University of Michigan** ; Number of Courses : 05
- Sustainable Cities; Duration : 13 weeks;  
**Johns Hopkins University** ; Number of Courses : 04
- HRM: HR for People Managers; Duration : 23 weeks;  
**University of Minnesota** ; Number of Courses : 05
- Leading; HRM and Leadership; Duration : 24 weeks;  
**Macquarie University**; Number of Courses : 04
- Project Management; Duration : 14 weeks;  
**University of Colorado Boulder**; Number of Courses : 03
- Global Procurement and Sourcing; Duration : 25 weeks;  
**Rutgers The State University of New Jersey**; Number of Courses : 07

## Publication –

Strengthening of existing structure for vertical extension; ICETEMS, 2018.