



MUHAMMAD HARIS SIDDIQUI

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.

Experience

Phone:

+92 312 9452422

E-Mail:

harissiddiqui@inu.edu.pk
mharis.siddiqui93@gmail.com

Linkedin:

[linkedin.com/in/muhammad-haris-siddiqui-8234b8193](https://www.linkedin.com/in/muhammad-haris-siddiqui-8234b8193)

Skill Highlights

- Administrative Skills
- Microsoft Office
- Strong decision maker
- Teamwork
- Complex problem solver
- Communication Skills
- Innovative & Creative
- Team Leader

Software

- HCS 2000
- Minitab
- QGIS
- Sidra Intersections
- SPSS
- SAP 2000 (Civil)
- Soft SOL

Admin and Finance Manager at M/S Construxive (June 2021 till date)

- Administrative support to President in day to day 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 accounts receivable and payable.
- 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.

Departmental Coordinator (Civil Engineering Department) at Iqra National University, Peshawar (Aug 2021 to Sept 2022)

- 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.
- Facilitate cross collaboration among faculty for meeting curricular goals and timelines.
- Schedule relevant meetings for faculty in coordination with other departments.
- Keep track of important faculty deadlines and send regular reminders.
- Maintain regular liaison with university departments including the Office of the Registrar, Director Administration, Library and other academic departments.
- Handle student queries regarding the department and its various functions. programs and activities.
- Communicate student issues/requests to relevant faculty.
- Manage student enrollment requests.

Lecturer (Civil Engineering Department) at Iqra National University, Peshawar (Oct 2021 till Date)

- Preparing and delivering lectures, tutorials, workshops, and seminars.
- Developing curricula and course material that can be used across a number of platforms.
- 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.

Lab Engineer (Civil Engineering Department) at Iqra National University, Peshawar (Feb 2021 – Oct 2021)

- 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 (Civil Engineering Technology Department) at Sarhad University, Peshawar (Oct 2019 – Sept 2021)

- 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 at Structural Engineering Solutions, Pesh (Mar 2019 – Mar 2021)

- 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.
- Supervise and remain vigilant regarding all aspects of the construction activities.
- 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.
- Orient inspectors to verify that contractor is following his approved site Health & Safety plan.

- 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.
- Continuous inspections and consultation including the preparation of written and oral reports to the RE on contractual and procedural matters.

Education

- **Masters in Business Administration (HR)** -
Iqra National University, Peshawar
(Last semester In Progress) <Current cgpa 3.56/4.00>
- **MS. Civil Engineering (Transportation Engineering)** -
Abasyn University, Peshawar (2021)
(cgpa 3.40/4.00)
- **B.Sc Civil Engineering** -
City University, Peshawar (2018)
(cgpa 2.81/4.00)
- **F.Sc (Pre Engineering)** -
Peshawar Model Degree College (2014)
(1st Division)
- **Matriculation (Pre Engineering)** -
Peshawar Model School Boys III (2012)
(1st Division)

Research Publication

- **Strengthening of existing structure for vertical extension** -
ICETEMS, 2020

References

References available on request