

Muhammad Saqib

House No.176, Sector 11 ½, Muhammadabad Colony, Orangi Town, Karachi

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Career objective

To seek a position with a progressive organization that career growth in a competitive and challenging environment to fully utilize to my impersonal academic skills to pursue a challenging career.

Personal information

Father'sName	: Muhammad Qayam Uddin
Date of birth	: 01-12-1999
CNIC	: 42401-3794912-1
Marital Status	: Single
Domicile	: Karachi
Nationality	: Pakistan
Language	: Urdu

Academic qualification

- Matriculate (SCIENCE) in 2015-2016 from board of secondary education, Karachi.
- Intermediate in PRE ENGG. (2018) from board of secondary education, Karachi
- Bachelor in Business Administration from Iqra University (Continue).

Additional skills and qualification

- CIT course from ZIDNI EDUCARE INSTITUE
- Course of English Language from ZIDNI EDUCARE INSTITUTE
- Microsoft Office Specialist (MOS) Continue (from Saylani).
- Familiar with Academic Portals of US and UK
- Microsoft Word, PowerPoint and Excel o Deadline Management
- Able to work independently or in a team
- Hardworking and punctual

- Coordination with team members
- Critical thinker
- Multitasking

Professional experience

- Worked Experienced as “**Inquirer**” at Dealing Enterprises, Main Shahrahe liaquat, Karachi (One Year)

Teaching Experience

- One year teaching Experience at “**Iqra Zidni Public School**”
- One year teaching Experience at “**Benchmark School System**”
- Three-year experience of teaching Home Tutions.

International Tele-marketing

- 1 year working experience as “**Customer Sales Representative**’ at “**SUENOS INTERNATIONAL MARKETING**”
 - Top Seller of the month
 - Maximum Sale Records
- 6 Months working experience as “**Customer Sales Representative**’ at “**HELLO INTERNATIONAL MARKETING**”

Academic Research Analyst

- 1 Year working experience as “**Research Analyst and Content Writer**” at **Techvertix private Limited.**
- 3 months working experience as “**Production Coordinator**” at **Techvertix private Limited.**
- 3 months working experience as “**Assistant Manager**” at **Techvertix private Limited.**
- 3 months working experience as “**Senior Research Analyst and Content Writer**” at **Sas-sol. Digital Hub.**

Reference

Will be furnished upon request.