



BUSINESS GRADUATE

# HUMAIS ASHRAF SIDDIQUI

## GET IN CONTACT

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Seeking employment with an organization who can allow growing professional and advancing my education and abilities to secure a long-term position with challenging growth opportunities.

## PERSONAL PROFILE

I am confident that I would become an indispensable asset to your organization.

I am able to work well with people, problem-solving aptitude, and high integrity will enable me to make positive contributions towards your company's objectives. I am very determined and enthusiastic about a symbiotic relationship and will work hard to achieve positive results.

## AREAS OF EXPERTISE

- – Excellent communication, listening, presentation, and writing skills
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- Computer Knowledge: MS Word
- MS Excel, Advanced Excel
- Peachtree (Account Package)

## OTHER SKILLS

- – Leadership and management ability
- – Self motivated
- – Good problem identification ability
- – Communicative
- – Excellent social skills and a strong awareness of intercultural issues

## WORK EXPERIENCE

### SALES TAX ADVISORY SERVICES

Internship program from 01-Mar-2020 to 30-June-2020

16 weeks

- I used to conduct market research carry out promotional campaigns and identify target audiences
- I had a
- experience working on project Manager

### JUNIOR PROGRAM

- Marketing Coordinator
- Project Manager
- Freelancer

work as a volunteer in Alkhidmat foundation in a voluntarily services for participation in the Event of child character Development program

## EDUCATION HISTORY

### IQRA UNIVERSITY

Bachelors of business administration, 2016-2021

- Majors in supply chain management, marketing and management
- There are a few subjects like Accounting, Operations
- management and mathematics

### ZAFAR EDUCATIONAL ACADEMY

Graduated Class of 16/7/2013

- I had completed my matriculation from Zafar educational Academy
- Quaid-e-millat Govt College
- I had done my Intermediate from Quaid-e-Millat Govt college in the year 2014-2015
- Short 3 months course in Office automation in Aptech on the 3rd day of the month of November in the year 2020