

# MUHAMMAD ABDUL AHAD SIDDIQUI

Student

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A highly motivated candidate looking for a position. Throughout my years of education and work. I have demonstrated high levels of motivation skills, work ethics and teamwork to achieve my predicted outcomes. I desire to utilize these skills, work with my customers and satisfy their needs. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Dedicated Data entry specialist professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Hardworking and passionate job seeker with strong organizational skills eager to secure a job position. Ready to help team achieve company goals.

## Skills

Client side languages	Excellent
Fluency in English, Arabic, Azeri, Turkish	Excellent
English as a Second Language (ESL)	Excellent
English proficiency	Excellent
Complaint resolution	Excellent
Report preparation	Excellent
International sales support	Excellent
Recordkeeping strengths	Excellent
Money handling abilities	Excellent

Order fulfillment	Excellent
Cloud applications	Excellent
LiveChat	Excellent
Call center operations	Excellent
Written and oral communication	Excellent
Database Management	Excellent
Data entry proficiency	Excellent
Rapid data entry skills	Excellent
Data entry expert	Excellent
Data entry expertise	Excellent
Grammar mastery	Excellent
Verbal communication	Excellent
Technical Analysis	Excellent
Resource integrity	Excellent
Server support	Excellent
System monitoring	Excellent
Backup Procedures	Excellent

## Work History

2021-06 - 2021-12

### Azeri Language Translator

*Medenniyet Ve Ingesanat Universiteti, Baku*

- Maintained energy and enthusiasm in fast-paced environment.
- Used Microsoft Word and other software tools to create documents and other communications in the local language.

- Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
- Provided language translation and customer service skills to clients in Educational business sectors.
- Provided cultural input to speakers to help parties who did not speak similar languages communicate with and understand one another.
- Maintained message content, tone and emotion as closely as possible.
- Attended training programs to improve professional knowledge and interpretation skills.
- Proofread, edited and improved documents of different sizes.
- Participated in team-building activities to enhance working relationships.

**2020-01 - 2021-02**

### **Customer Sales Representative**

*Global Solutions, Karachi, Sindh*

- Contacted potential customers to capitalize on sales opportunities.
- Verified delivery schedules and processes.
- Emphasized product specifications to meet customer needs.
- Maintained customer accounts and relationships.
- Described product highlights and benefits to help guide purchasing decisions.
- Developed, maintained and utilized diverse client base.
- Served customers with knowledgeable, friendly support at every stage of shopping and purchasing.
- Maintained relevance and fluency on company offerings and industry trends.
- Liaised between clients and support team to quickly resolve issues.

**2016-07 - 2017-09**

### **Data Entry Specialist**

*Abdul Ahad General Trading, Ajman*

- Compiled data and reviewed information for accuracy prior to input.
- Entered numerical data into databases with speed and accuracy using 10-key pad.
- Scanned documents and saved in database to keep records of essential organizational information.
- Located and corrected data entry errors and reported to management.
- Added documents to file records and created new records to support filing needs.
- Reviewed and updated client correspondence files and database information to maintain accurate records.
- Executed data verification to detect errors.
- Sorted documents and maintained organized filing process.
- Tracked and maintained records for Sales department.

## Education

2014-07 - 2017-07	<b>Secondary School: O Levels</b> <i>Gems Westminster School - UAE, Sharjah</i>
2018-06 - 2019-07	<b>Secondary School: Science Education</b> <i>The Fahims School - Gulshan E Iqbal</i>
2019-07 - 2021-07	<b>High School : Computer Science</b> <i>Beaconhouse College Campus - Gulshan E Iqbal</i>
2021-12 - Current	<b>Bachelor of Science: Computer Science And Programming</b> <i>Sir Syed University of Engineering And Technology - Gulshan E Iqbal</i>
2021-01 - 2021-10	<b>Language Course</b> <i>Medeniyet Ve Injesenet Universitet - Baku, Azerbaijan</i>

## Certifications

Sep 2019 - Jul 2020 Azeri Language Course  
Azarbaycan Dövlət Madaniyat və incəsənət Universiteti

Sep 2020 - Jul 2021 Computer programming  
Beaconhouse School

## Languages

Urdu	<div><div></div></div> Excellent
English	<div><div></div></div> Excellent
Azeri	<div><div></div></div> Very Good
Turkish	<div><div></div></div> Good
Arabic	<div><div></div></div> Good

## Interests

AI

Cloud Computing

Programming

Cyber Security

Database Management

Organising events in the community

Being involved with charity related work

Volunteering at local companies, clubs and organisations

Participating in fundraising events

Participating in campaigns

Joining social and environmental groups

## Hobbies

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Computing, Playing cricket, football, online video games, reading, writing, going to the gym and travelling.