

# Resume

## WAQAS NOUMAN SIDDIQUI



### OBJECTIVES

Seeking challenging and responsible position where my education, ability, potentials can be fully and effectively utilized with opportunities of growth, enhancement of knowledge and to serve in building the nation.

### PERSONAL INFORMATION

- Father Name: Pervaiz Hussain Siddiqui (Late)
- Gender: Male
- Nationality: Pakistani
- CNIC No: 17301-8176415-3
- Postal Address: Darmangi Garden Street no 1 Warsak Road Peshawar
- Cell No: +92-321-9093928
- E-Mail address: waqasnos@hotmail.com
- Passport No: EG5464153

### EDUCATIONAL QUALIFICATION

**Master of Sciences (MS) (18 Years Education)**-Master of Science in Management Sciences (**Finance**)-Session 2019-2022 Abasyn University Peshawar, Pakistan

**Master of Arts (MA) (16 years Education) - International Relations**  
Session 2016-18  
University of Peshawar, Pakistan

**Master of Science (M.Sc.) (16 years Education)**- Applied Economics (Finance)-Session 2008-2011  
Institute of Management Sciences Peshawar, Pakistan

**Bachelor of Science-BSc (14 years Education) (Computer Science)** University of Peshawar,  
Session 2004-2006 Brains Post Graduate  
College Peshawar, Pakistan

**Intermediate (FA) - (Humanities)** Board of Intermediate & Secondary Education Peshawar ,Pakistan (BISEP), Session 2002-2004 Professional College of Commerce and Management, Peshawar City, Pakistan

**Secondary School Certificate (SSC) - (Science)** Board of Intermediate & Secondary Education Peshawar, Pakistan (BISEP), Session 2000- 2001

## TRAINING

- **National Bank of Pakistan (NBP) Main Branch Peshawar Cantt.**  
(Two months internship in National Bank of Pakistan).

I have worked as on Credit Sections, Foreign Exchange Sections, Accounts Opening, Remittances, Deposits and Bills Sections (From 17 July 2009 to 31<sup>st</sup> August 2009).

## EXPERIENCE:

- I am working as a **Program Manager** in the Department of Computer Science at CECOS University Peshawar Campus since 2<sup>nd</sup> of May **2023** to till date
  1. Manage all the academic and examination activities
  2. Prepared Time table and distribute work load on faculty
  3. Prepared class allocation for classes
  4. Prepared Exam date sheet and duty roaster
  5. Prepared Exam seating plan
  6. Manage all the corresponding with other department through email.
  7. Prepared notifications withdrawal semester and subjects
  8. Prepared different types of official letters.
- I have worked as an **Assistant Coordinator** in the office of M.Phil. & PhD Programs at Qurtuba University Peshawar Campus since April **2014** to 30 April 2023
  1. Record Meeting Minutes
  2. I have successfully approved new MPhil & PhD Programs from HEC
  3. Update Record faculties and students
  4. Up to date M.Phil./MS & PhD Research Directory
  5. Work on Time table and class allocation.
  6. Assist in selection of courses and visiting faculty members
  7. Prepare Salary for visiting and admin staff
  8. Conducted Graduate Studies and Advance Research Studies Agenda.
  9. Organize the office, sort and distribute communications and maintain relationships with students and faculty members.
  10. Sort out incoming and outgoing mails.
  11. Worked in legal side with registrar section
  12. Attended court cases with registrar

## COMPUTER SKILLS:

### Course attended and Working Knowledge of

- Microsoft Office
- In-page
- Internet (Surfing & Browsing)
- And I have good typing speed in English & Urdu

## INTEREST AND ACTIVITIES

- Reading Books
- Searching Internet
- Music
- Exercise

I enjoy visiting various events for inspiration. I have a positive approach to life and i am always willing to participate fully in activities.

## **LANGUAGES SKILLS**

Excellent command over the following languages

- Urdu, English, Hindko & Pashto

## **RESEARCH PAPER PUBLICATION**

“Corporate Social Responsibility and Financial Performance: Moderating Role of Executive Compensation” Vol.16, No.4 (2022): Journal of Managerial Sciences

<https://journals.qurtuba.edu.pk/ojs/index.php/jms/issue/view/31>

## **REFERENCES**

References provided on demand