

MUHAMMAD BASIT SIDDIQUI

mbasit.siddiqui@hotmail.com
+92 333 781 2212



OBJECTIVE:

To seek a professional position in a dynamic and environment that will challenge my skills, abilities & knowledge beneficial for both, me and the organization.

PROFILE:

Geographically, I belong to District Sibi, Balochistan. Currently, I am working as Project Officer (Data and Payroll), in CHIP Training & Consulting PVT Limited, Quetta. I have almost 9 Years of professional experience at private sector organizations in different functional areas such as Administration, Human Resource, and Information Technology. I have done MA (International Relations) from University of Balochistan, My competencies also include skill like Management, Administration, Event Management, Report Writings, Project management and Finance.

EXPERIENCE:

- | | |
|----------------------|--|
| Organization: | CHIP Training and Consulting (A Project of UNICEF on Polio) |
| Designation: | Project Officer (Data & payroll) |
| Location: | Balochistan |
| Duration: | 1 Nov 2016 to Till Date |
| Organization: | RIZ Consulting (A project of BMGF with coordination of Govt of Pakistan on Polio) |
| Designation: | Reception / IT Assistant |
| Location: | Balochistan |
| Duration: | 1 April 2015 to 31 Oct 2016 |
| Organization: | Water, Environment and Sanitation Society (WESS) |
| Designation: | Database Officer |
| Location: | Quetta |
| Duration: | 1 April 2013 to 30 June 2014 |
| Organization: | Water, Environment and Sanitation Society (WESS) |
| Designation: | IT Assistant |
| Location: | Quetta |
| Duration: | 12 March 2012 to 31 March 2013 |
| Organization: | The Legends Society (TLS) |
| Designation: | Admin Assistant |
| Location: | Quetta |
| Duration: | 22 April 2009 to 10 Feb 2012 |

IT & COMPUTER EXPERTISE:

- Level (Excellent), Application throughout my career and study program. I can work on almost all software related to basic office application.
- Install and configure computer hardware operating systems, Security Cameras and applications.
- Monitor and maintain computer systems and networks.
- Troubleshoot the system and network problems, diagnosing and solving hardware or software faults replace parts as required.
- Provide office managerial support, including procedural documentation and relevant reports
- Support the roll-out of new applications
- Testing and evaluation of new IT technologies.

ADMINISTRATIVE SKILLS:

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company assets
- Organize a filing system for important and confidential company documents
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations.
- Schedule in-house and external events
- Event managements like seminars, workshops and training sessions.

STRENGTHS:

- Strong communication and interpersonal skills.
- Ability to work in teams as well as independently.
- Ability to manage stress.
- Sincere and Self-confident.
- Possess positive attitude.

EDUCATION:

Degree Name:	MA (International Relations)
Institute:	University of Balochistan.
Majors:	International Relation,
Division:	Second

Degree Name:	BA (Bachelor of Arts)
Institute:	University of Balochistan.
Majors:	Economics, Mathematics & Persian
Division:	Second

Degree Name: ICS (Intermediate in Computer Sciences)
Institute: Balochistan Institute of Technology BIT.
Majors: Computer, Mathematics & Physics.

Degree Name: Metric (Sciences Group)
Institute: Tameer-e-Nau Public School.
Majors: Biology, Chemistry, Mathematics & Physics.

SHORT COURSES:

Course Name: Microsoft Office Suite.
Institute: Leopard Academy.
Duration: Three Months

Degree Name: English Language Course
Institute: Spectrum English language Academy.
Duration: Three Months

WORKSHOPS AND TRAININGS:

Arranged By: IPA
Purpose: Capacity Building Training.
Location: Renaissance Hotel Kuala Lumpur (Malaysia).
Year: 2019

Arranged By: Microsoft
Purpose: Awareness about Window XP & Vista.
Location: Quetta Serena Hotel.
Year: 2007

Arranged By: Balochistan Institute of Technology.
Purpose: Flash Software.
Location: BIT Main Campus.
Year: 2004

LANGUAGE:

	Speak	Write	Read
English	Good	Good	Excellent
Urdu	Excellent	Excellent	Excellent
Pashto	Good	---	---

Personal Information:

Father Name: Ismail Ahmed Siddiqui
DOB: March, 28, 1985
NIC: 54400-6272046-7
Gender: Male
Marital Status: Married
Current Add: House # 01 Shahzaib villas, Arbab Town street # 2,
Samungli Road Quetta, Pakistan
Permanent Add: House No: 4-4/42A, Nashter Road, Khan Hawili Sibbi

REFERENCE:

Name	Designation
Dr Syed Kamran Sami	Dean/Associate Professor Faculty of Engineering & Architecture BUIITEMS, Takatu Campus Quetta Mob: 0321-8149-563
Mr. Rafiq	Director Program and Operations Water, Environment & Sanitation Society, Quetta Mob: 0333-7806889
Mr Shamsullah Tareen	Regional Manager CHIP Training and Consulting. Mob: 0340-8442593

MUHAMMAD BASIT SIDDIQUI

mbasit.siddiqui@hotmail.com
+92 333 781 2212

Objective:

To seek a professional position in dynamic and challenging environment that will challenge my skills, Abilities & knowledge that help me to gain some experience.

Experience:

Organization: **RIZ Consulting (A project of BMGF with coordination of Govt of Pakistan)**

Designation: IT Assistant
Location: Balochistan
Duration: 1 April 2015 to Till Date

Organization: **Water, Environment and Sanitation Society (WESS)**

Designation: Database Officer
Location: Quetta
Duration: 1 April 2013 to 30 June 2014

Organization: **Water, Environment and Sanitation Society (WESS)**

Designation: IT/Admin Assistant
Location: Quetta
Duration: 12 March 2012 to 31 March 2013

Organization: **The Legends Society (TLS)**

Designation: Admin Assistant
Location: Quetta
Duration: 22 April 2009 to 10 Feb 2012

Organization: **National Construction Limited (NCL)**

Designation: Admin Assistant
Location: Quetta
Duration: One year (August 2007 to May 2008)

IT & Computer expertise:

Well aware of all types of windows & there practice windows 98
Windows XP, Windows Vista, Windows 7 ,8 & 10.

Advance user of Microsoft suite program especially in word Power
point & Excel.

Ability to perform multiple tasks at once accordingly to the
organization demand & it requirement for time being.

Windows Installation, Partition, Hardware related issues, system
upgrading, Security camera installation Better use of Internet for
upgrading systems applications etc.

Administration and Logistics Expertise:

Contracts Administration
Procurement/Sourcing
Executive Management Assistance
Programmatic Support
Asset Tracking using custom or standard databases
Barcoding
Inventorying
Shipping/Receiving

Education:

Degree Name: MA (International Relations)
Institute: University of Balochistan.
Majors: International Relation,
Division: Second

Degree Name: BA (Bachelor of Arts)
Institute: University of Balochistan.
Majors: Economics, Mathematics & Persian
Division: Second

Degree Name: ICS (Intermediate in Computer Sciences)
Institute: Balochistan Institute of Technology BIT.
Majors: Computer, Mathematics & Physics.

Degree Name: Metric (Sciences Group)
Institute: Tameer-e-Nau Public School.
Majors: Biology, Chemistry, Mathematics & Physics.

Short Courses:

Course Name: Microsoft Office Suit.
Institute: Leopard Academy.
Duration: Three Months

Degree Name: English Language Course
Institute: Spectrum English language Academy.
Duration: Three Months

Workshops:

Arranged By: Microsoft
Purpose: Awareness about Window XP & Vista.
Location: Quetta Serena Hotel.
Year: 2007

Arranged By: Balochistan Institute of Technology.
Purpose: Flash Software.
Location: BIT Main Campus.
Year: 2004

Language:

	Speak	Write	Read
English:	Good	Good	Excellent
Urdu:	Excellent	Excellent	Excellent
Pashto	Good	---	---

Personal Information:

Father Name: Ismail Ahmed Siddiqui
DOB: March, 28, 1985
NIC: 54400-6272046-7
Gender: Male
Marital Status: Married
Home Add: House # 01 Shahzaib villas, Arbab Town street # 2,
Samungli Road Quetta, Pakistan

Reference:

Name	Designation
Dr.Syed Saif-u-Rehman	EOC-Coordinator Emergency Operation Centre 0300-2552679