



MUHAMMAD SADDIQUE LAL DIN



CONTACT

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- 🇵🇰 Pakistani

SKILLS

- Supervision
- Ms. Word (beginner)
- Team work
- Leadership

LANGUAGES

- Hindko
- English
- Urdu

SUMMARY

Experienced safety warden and insurance agent with a BBA in Business Administration and background in Pre-Engineering. Skilled in supervision, teamwork, and leadership. Proficient in MS Word. Strong communicator with a focus on ensuring safety protocols and delivering effective insurance solutions. Adept at managing teams and fostering a collaborative work environment.

OBJECTIVE

To leverage administrative expertise in optimizing office operations, streamlining processes, and enhancing efficiency within a dynamic organization.

PROFESSIONAL EXPERIENCE

SAFETY WARDEN

Shell Pakistan . Mirpur Azad Kashmir | 01.01.2024 - 30.05.2024

I work as a safety warden at Azad filling station Mirpur Azad Kashmir. My main responsibilities are providing better customer service by giving instructions to filler and all the management.

INSURANCE AGENT

All star BPO. Rehmanabad Rawalpindi | 01.05.2020 - 31.09.2020

EDUCATION

BBA (BACHELOR OF BUSINESS ADMINISTRATION)

Agriculture university of Peshawar Pakistan . Peshawar | 01.09.2019 - 30.10.2023

PRE- ENGINEERING

New Alian High school and College MZD. Ambore Muzaffarabad AJK | 01.03.2015 - 20.09.2017

COURSES AND CERTIFICATES

BACHELOR OF BUSINESS ADMINISTRATION

Agriculture university of Peshawar . Peshawar