



MUHAMMAD SADDIQUE LAL DIN

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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

01.01.2024 - 30.05.2024

Shell Pakistan . Mirpur Azad Kashmir .

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

01.05.2020 - 31.09.2020

All star BPO. Rehmanabad Rawalpindi .

EDUCATION

BBA (Bachelor of Business Administration)

01.09.2019 - 30.10.2023

Agriculture university of Peshawar Pakistan . Peshawar .

Pre- Engineering

01.03.2015 - 20.09.2017

New Alian High school and College MZD. Ambore Muzaffarabad AJK.

COURSES AND CERTIFICATES

Bachelor of business administration

Agriculture university of Peshawar . Peshawar .

SKILLS

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

LANGUAGES

- Hindko
- English

- Urdu