

SIDDIQ AHMED



Address: Village Laniwala, P/O Kot Fateh Khan,
Tehsil Fateh Jang, District Attock.

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Email: Siddiqueahmed602@gmail.com

Objective: To lead the organization being strategic partner of top management team of organization.

Education

Degree Title	Year	Obtained Marks	Total Marks	Division	Board/University
M.A (Education DNFE)	2023	1385	2000	1st	A.I.O.U Islamabad
B.A (Mass. Communication)	2018	766	1400	2 nd	A.I.O.U Islamabad
F.Sc (Pre-Engineering)	2015	560	1100	2 nd	BISE Rawalpindi
SSC (Science)	2012	574	1050	2 nd	BISE Rawalpindi

Professional Course

- Computer Course (01 Month) from Secretariat Institute Islamabad.
- Computer Course (CA & OP 08 Months) from Vocation Training Institute Fateh Jang.
- Training Certificate of Administrative Support & Management from NUML, Islamabad.

Job Experience

Organization	National University of Modern Languages, Islamabad.
Designation	Lower Division Clerk
Field of Work	Administration Work
Tenure	10 th June, 2019 to till date.

Organization	Gulshan Jadeed Fateh Jang (Photostat, Faxing, Printing, Composing & Designing Center)
Designation	Computer Operator / Data Entry Operator
Field of Work	Composing, Editing, Scanning, E-mail, Photography, Use of Internet etc.
Tenure	1 st Feb, 2015 to 30 May, 2019.

Certificate of Appreciation

- Certificate of Appreciation for **Conducting** and **Organizing** the Two Days International Commemoration Conference on Allama Iqbal (ICCAI-2021) at Department Of Persian Studies, NUML Islamabad.
- Certificate of Appreciation for **Conducting** and **Organizing** the National Commemoration Conference on Allama Iqbal (NCCAI-2023) at Department Of Persian Studies, NUML Islamabad.
- Certificate of Appreciation for **Conducting** and **Organizing** the 3rd National Commemoration Conference on Allama Iqbal (NCCAI-2025) at Department Of Persian Studies, NUML Islamabad.
- Certificate of Achievement as **“Winner”** in **“Cricket”** in NUML Annual Sports Gala, 2022.

Computer Skills and Other Abilities

Sr.	Skills & Abilities	Proficiency Level
1	Microsoft Office	Excellent
2	Composing	Excellent
3	In page	Excellent
4	Internet, Email & Scanning	Excellent
5	Editing	Excellent
6	Adobe Photoshop 7.0	Excellent
7	Corel Draw 11	Excellent

Personal Information

Father's Name : Muhammad Yasin
Marital Status : Single
CNIC No. : 37102-1495276-9 (DOB: 26-07-1996)
Domicile : Attock (Punjab)
Religion : Islam
Language Competency : Urdu, English and Punjabi