

Azhar Saddique

Email: azhartanoli13@gmail.com | **Phone:** +92 316 5275175 | **Address:** Dhoke Kashmirian - RWP

IT Operations, FDO, DEO, Front Sales Outlet & Office Management

Summary

I am an IT professional with a Bachelor's in Computer Science and diverse experience in IT operations, data entry and sales support. I excel in managing technical operations and improving sales processes while ensuring customer satisfaction. My background in office management complements my technical skills, enabling me to act effectively in multitasking environment.

Career Highlights & Impact

- Supported and improved **IT operations**, ensuring smooth system functionality, timely issue resolution and reliable technical assistance.
- Delivered professional **Front Desk Operations** services, enhancing customer interaction, appointment handling and service flow.
- Handled **Data Entry Operations** with high accuracy, maintaining clean, error-free records and supporting organizational data needs.
- Assisted **Front Sales Outlet** activities by providing customer support, managing inquiries and assisted with efficient sales processes.
- Streamlined **Office Management** by handling documentation, scheduling, filing and daily administrative tasks effectively.
- Demonstrated strong communication, organization and teamwork skills that consistently supported operational efficiency and service quality.
- Maintained a positive and delivered work approach, participated in to a smooth and productive work environment.

Education

- Bachelor's Degree (BSCS) – University PMAS UAAR-BIIT
- 'A' level or Equivalent (ICS) – Indus Group of College RWP
- 'O' level or Equivalent (Bio Science) – Al-Ahmed Public School RWP

Work Experience

Zaitoon Pakistan Pvt. Ltd — IT, FDO, DEO & Front Sales Outlet (Nov 2019 – Present)

A company involved in Sales and Technical Support.

- **IT Maintenance:** Managed software, hardware, and networking tasks, including network switching and pairing.
- **CCTV & Telecom:** Installed and maintained CCTV systems; performed telecom operator duties.
- **Printer & Devices:** Installed and configured printers and other devices.
- **DEO:** Handled data entry and maintained accurate records as DEO.
- **FDO:** Conducted field visits, gathered data, and reported findings as an FDO. Liaison with customer & postages.
- **Front Sales Operations:** Managed cash counter, handled customer transactions, and ensured smooth sales operations.
- **Inventory & Sales Management:** Maintained inventory, generated sales invoices, and prepared daily sales cash reports for submission to the finance department.

Inspire Institute of Information Technology — Office Management (Mar 2017 – Oct 2017)

An educational institution focusing on IT and vocational training.

- Delivered training **50+ students** across short-course programs with a **95% Positive feedback score**.
- Managed HR documentations for **15+ employees**, maintaining **100% compliant records**.
- Coordinated operations for **3 course batches**, reducing scheduling conflicts by **30%**.
- Processes **30-40 daily administrative queries**, improving response time by **20%**.

Skills & Core Competencies

- **Technical Skills** | .Net framework | C# | Information Technology | Computer Science | SQL Server | Networking & Switching | School Management System (SMS) | Web Browsing | Accurate Data Entry | Office Machines (Printer, Scanner, Copier)
- **Communication & Leadership Skills** | Team Leadership & Staff Supervision | Stakeholder & Employee Communication | Conflict Resolution & Negotiation | Strong Verbal & Written Communication | Cross-Departmental Coordination | HR Reporting
- **Microsoft Office Suite** | MS word | MS Excel | MS Access | Power Point

Certifications

- Finished a 2-month **Social Media Marketing & Management** course from **Digital Maharat**
- Concluded a 4-month **AutoCAD** course from **DigiSkills.pk**
- Fulfilled a 4-month **Graphics & Web Designing** course from **EVS**
- Completed a 2-month **Dot Net** course from **IITP**

No.8881/BIIT

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Reg. No. 13-arid-1616

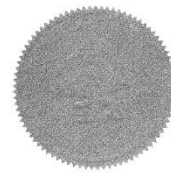
Pir Mehr Ali Shah
Arid Agriculture University
Rawalpindi, Pakistan



in recognition of the fulfilment of prescribed requirements
confers upon

Azhar Saddique Son/Daughter of Muhammad Saddique

the Degree of
Bachelor of Science (Computer Science)
in the year 2017



[Signature]
Controller of Examinations

[Signature]
Vice Chancellor

[Signature]
Chancellor

17 DEC 2025

PAKISTAN
ATTESTATION
STAMP

COUNTERSIGNED
Ministry of Foreign Affairs is not
responsible for the
Contents of the Documents

Checked by M. Junaid Khalid
Assistant

Aalia Anwar
Testative Officer
06 NOV 2025
Higher Education Commission
Government of Pakistan
Islamabad

REGISTERED
HIGHER EDUCATION COMMISSION
PAKISTAN
4344882

QR Code
HQ6686ex
Ministry of Foreign Affairs, Pakistan

FAIZALPINDI
28/11/25
DS/SC
Registration Centre

CONTROLLER'S OFFICE	
Result Notification No 3661 Dated 12/11/25	
Degree / List Prepared by M	
Checked by:	Re-checked by:
1. <i>[Signature]</i> File Clerk	1. <i>[Signature]</i> Assistant (H. Exams.)
2. <i>[Signature]</i> Superintendent	2. <i>[Signature]</i> Deputy (H. Exams.)



PIR MEHR ALI SHAH
ARID AGRICULTURE UNIVERSITY RAWALPINDI
OFFICIAL TRANSCRIPT OF RECORD

Name AZHAR SADDIQUE Father's Name MUHAMMAD SADDIQUE
Regd. No. 13-ARID-1616 Date of Birth 28-09-1994 Date of Joining the University 07-10-2013
Degree Bachelor of Science (Computer Science)
Result notified vide No. PMAS-AAUR/CE/3061 Dated: 17/10/2017

Course No.	Title Of Course	Credit Hours	Max. Marks	Marks Obtained	Grade	Quality Points	Remarks
First Semester (FALL-13)							
CS-301	Introduction To Computing	3(2-2)	60	42	B	09.90	
CS-323	Programming Fundamentals	4(3-2)	80	39	D	07.60	
CS-335	Discrete Structures	3(3-0)	60	42	B	09.90	
ENG-305	English Comprehension	3(3-0)	60	24	D	03.00	
MGT-411	Introduction To Management	3(3-0)	60	30	C	06.00	
MTH-310	Calculus & Analytic Geometry	3(3-0)	60	39	B	09.00	
TOTAL		19	380	216		GPA=2.38	
Second Semester (SPRING-14)							
CS-400	Database Systems	3(2-2)	60	23	F	00.00	
CS-423	Object Oriented Programming	4(3-2)	80	35	F	00.00	
CS-430	Digital Logic Design	3(2-2)	60	43	B	10.20	
CS-452	Software Engineering-I	3(3-0)	60	40	B	09.30	
ELE-401	Basic Electronics	3(2-2)	60	30	C	06.00	
MTH-315	Multivariable Calculus	3(3-0)	60	30	C	06.00	
TOTAL		19	380	143		GPA=1.65	
Summer Semester (SUMMER-14)							
CS-400	Database Systems	3(2-2)	60	43	B	10.20	Re-appear
CS-423	Object Oriented Programming	4(3-2)	80	37	D	06.40	Re-appear
TOTAL		7	140	60		GPA=2.37	
Third Semester (FALL-14)							
CS-443	Data Structures & Algorithms	4(3-2)	80	44	C	09.20	
CS-576	Computer Communication & Networks	3(2-2)	60	34	C	07.20	
CS-582	Operating System Concepts	3(2-2)	60	40	B	09.30	
ENG-315	Technical And Business Writing	3(3-0)	60	39	B	09.00	
MGT-322	Financial Accounting	3(3-0)	60	19	F	00.00	
MTH-415	Differential Equations	3(3-0)	60	31	C	06.30	
TOTAL		19	380	188		GPA=2.15	
Fourth Semester (SPRING-15)							
CS-432	Modern Programming Language	3(2-2)	60	31	C	06.30	
CS-530	Computer Organization And Assembly Language	3(2-2)	60	40	B	09.30	
CS-536	Theory Of Automata & Formal Language	3(3-0)	60	30	C	06.00	
CS-565	Web Design And Development	3(2-2)	60	39	B	09.00	
MTH-435	Linear Algebra	3(3-0)	60	41	B	09.60	
STT-500	Statistics And Probability	3(3-0)	60	31	C	06.30	
TOTAL		18	360	212		GPA=2.58	

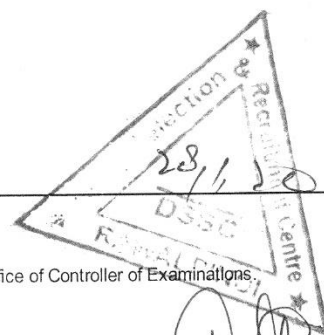
Note: This Transcript is valid only when signed and stamped by the authorized official of the office of Controller of Examinations.

Marks Obtained / Total Marks 1629 / 2720

Aggregate marks % 59.88 CGPA (Out of 4.00) 2.60

Prepared by [Signature] Checked by [Signature]

Issued vide No. PMAS-AAUR/CE/ 1812 Dated 03-8-18



Controller of Examinations
Deputy Controller of Examinations
PIR MEHR ALI SHAH
ARID AGRICULTURE UNIVERSITY
RAWALPINDI



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Summer Semester (SUMMER-15)							
MGT-322	Financial Accounting	3(3-0)	60	39	B	09.00	Re-appear
TOTAL		3	60	39	GPA=3		
Fifth Semester (FALL-15)							
CS-532	Computer Architecture	3(3-0)	60	43	B	10.20	
CS-542	Analysis Of Algorithms	3(3-0)	60	44	B	10.50	
CS-666	Web Engineering	3(2-2)	60	29	F	00.00	
CS-692	Visual Programming	3(2-2)	60	31	C	06.30	
IS-302	Islamic Studies	2(2-0)	40	30	B	07.40	
MGT-512	Introduction To Organizational Behavior	3(3-0)	60	41	B	09.60	
TOTAL		17	340	189	GPA=2.58		
Sixth Semester (SPRING-16)							
CS-572	Numerical Analysis	3(2-2)	60	26	D	03.90	
CS-600	Distributed Database Systems	3(2-2)	60	41	B	09.60	
CS-632	Artificial Intelligence	3(2-2)	60	32	C	06.60	
CS-682	System Programming	3(2-2)	60	33	C	06.90	
MGT-351	Introduction To Marketing	3(3-0)	60	23	F	00.00	
MGT-515	Introduction To Human Resource Management	3(3-0)	60	37	C	08.40	
TOTAL		18	360	169	GPA=1.96		
Summer Semester (SUMMER-16)							
CS-666	Web Engineering	3(2-2)	60	57	A	12.00	Re-appear
MGT-351	Introduction To Marketing	3(3-0)	60	31	C	06.30	Re-appear
TOTAL		6	120	88	GPA=3.05		
Seventh Semester (FALL-16)							
CS-575	Computer Graphics	3(2-2)	60	36	C	08.10	
CS-636	Compiler Construction	3(2-2)	60	33	C	06.90	
CS-685	Human Computer Interaction	3(2-2)	60	32	C	06.60	
MGT-525	Introduction To Financial Management	3(3-0)	60	35	C	07.50	
SSH-302	Pakistan Studies	2(2-0)	40	30	B	07.40	
SSH-303	Professional Ethics	3(3-0)	60	32	C	06.60	
TOTAL		17	340	198	GPA=2.53		

Note: This Transcript is valid only when signed and stamped by the authorized official of the office of Controller of Examinations.

Marks Obtained / Total Marks 1629 / 2720

Aggregate marks % 59.88 CGPA (Out of 4.00) 2.60

Prepared by [Signature] Checked by [Signature]

Issued vide No. PMAS-AAUR/CE/ 1812 Dated 13-8-18

Controller of Examinations
Deputy Registrar (Exams)
Pir Mehr Ali Shah
Arid Agriculture University
Rawalpindi



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Degree Bachelor of Science (Computer Science)
Result notified vide No. PMAS-AAUR/CE/3061 Dated: 17/10/2017

Eighth Semester (SPRING-17)

CS-699	Software Project	6(0-12)	120	0	F	00.00	
ENG-325	Communication Skills	3(3-0)	60	40	B	09.30	
TOTAL			9	180	40	GPA=1.03	

Summer Semester (SUMMER-17)

CS-699	Software Project	6(0-12)	120	67	C	14.30	Re-appear
TOTAL			6	120	67	GPA=2.38	

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Marks Obtained / Total Marks 1629 / 2720

Aggregate marks % 59.88 CGPA (Out of 4.00) 2.60

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Controller of Examinations

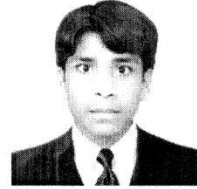
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HSSC No:- 220443 بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ C.NO. : 200403-1321150



**Board of Intermediate and
Secondary Education, Rawalpindi**
Intermediate Certificate Examination

ANNUAL 2013
Original Before Time



Certified that AZHAR SADDIQUE
Son/Daughter of MUHAMMAD SADDIQUE
whose particulars are given below has passed the Intermediate Certificate Examination held in the
month of MAY-JUNE, 2013 Securing 617 Marks (SIX HUNDRED SEVENTEEN)
Roll No 728991 Registration No. 13091630072
Group of Subjects GENERAL SCIENCE Regular / Private REGULAR
As a whole / In Parts AS A WHOLE Grade awarded C
District/Institution INDUS COLLEGE OF SCIENCE FOR BOYS DK-33.A DHOKE
KASHMERIAN RAWALPINDI

SUBJECT - WISE DETAIL OF MARKS OBTAINED

S.NO	NAME OF THE SUBJECT	MAXIMUM	OBTAINED
1	URDU	200	113
2	ENGLISH	200	091
3	ISLAMIC EDUCATION	50	032
4	PAKISTAN STUDIES	50	037
5	STATISTICS	200	112
6	MATHEMATICS	200	102
7	COMPUTER SCIENCE	200	130
TOTAL		1100	617

INTERNAL ASSESSMENT GRADE : C

Rawalpindi Dated MAY 26, 2016

SECRETARY

Note:- This certificate is issued without alteration/erasure.

SSC No:- 747181

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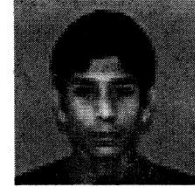
C.No. 1255030/125351



Board of Intermediate and Secondary Education, Rawalpindi

SECONDARY SCHOOL CERTIFICATE EXAMINATION

ANNUAL 2011

Certified that AZHAR SADDIQUESon/Daughter of MUHAMMAD SADDIQUE whose particulars
are given below has passed the Secondary School Certificate Examinationheld in the month of MARCH-APRIL, 2011 Roll No 731484 Securing 604Marks (SIX HUNDRED FOUR) Grade awarded CRegistration No. 11185900030 Group of Subjects SCIENCEAs a whole / In Parts AS A WHOLE Regular / Private REGULARDistrict/Institution AL AHMED PUBLIC BOYS SECONDARY SCHOOL DK-61/168BILAL COLONY DHOKE KASHMIRIAN, RAWALPINDIDate of birth (in figures) 28-09-1994 (in words) 28th SepONE THOUSAND NINE HUNDRED NINETY-FOUR

SUBJECT - WISE DETAIL OF MARKS OBTAINED

S.NO	NAME OF THE SUBJECT	MAXIMUM	OBTAINED
1	ENGLISH	150	074
2	URDU	150	090
3	PAKISTAN STUDIES (COMPULSORY)	075	060
4	ISLAMIYAT	075	046
5	MATHEMATICS (COMPULSORY)	150	096
6	BIOLOGY	150	076
7	PHYSICS	150	071
8	CHEMISTRY	150	091
TOTAL		1050	604

Rawalpindi, dated: **JUNE 20, 2015**

SECRETARY

Note:- This certificate is issued without alteration/erasure.

To Whom It May Concern

This is to certify that **Mr. Azhar Saddique** having **CNIC # 37405-6555716-1** is associated with us as an IT Executive from **14 - November, 2019** till date.

He has wide knowledge of his field. He has performed his duties in a diligent and satisfactory manner and a valuable team member of the organization. Moreover, his conduct during his stay with us is exemplary; we found him sincere, trustworthy and highly committed team player with strong conceptual knowledge.

This letter has been issued to him upon his own request.



Sufyan Aslam
HR Executive



INSPIRE

Institute of Technologies

Ref # FND-Admin-14766

Date: 10-10-2017

TO WHOM IT MAY CONCERN

This is to certify that **Azhar Saddique S/O Muhammad Saddique (CNIC # 37405-6555716-1)** had been working in our organization as a **Office Management** from **06-03-2017** to **10-10-2017**.

During his job in the organization, he participated in performing the work with determination and sincerity. As we observed, he was a competent person and he performed all of the assigned tasks effectively. He was a motivated, devoted, professional, hard-working, and innovative person. He contributed much to our organizational goals and targets and his performance was proven to be among the most effective in our organization.

During his job, he demonstrated a highly exemplary conduct.

We wish his best in his career ahead.



Director IITP

Office # 215-216, Second Floor,
Malikabad Plaza, Murree Road,
Rawalpindi, Pakistan.

Cell No. 0321-5056755, 0331-5999937
www.iitpakistan.com
inspirepak@hotmail.com

Office # 26, First Floor,
Al-Hameed Center, G-11 Markaz,
Islamabad.

CERTIFICATE

COURSE COMPLETION

This certificate is awarded to

Azhar Saddique

For completing the Social Media Marketing & Management Course
SMM Batch-2

Umer shafique

CO-FOUNDER

INSTRUCTOR:
UMER SHAFIQUE



13-10-2023

DATE



CERTIFICATE

This is to certify that

Azhar Saddique S/O Muhammad Saddique

has completed

Graphics & Web Designing Course

Contents of the course covers essentials of graphics designing and its implementation using
CorelDraw/Adobe Illustrator, Photoshop & InDesign.

He was enrolled in our 165th batch of Graphics & Web Designing Course which was conducted
From July 10, 2021 to October 10, 2021 at our training institute in Rawalpindi, Pakistan.

His registration number is R0121070139.

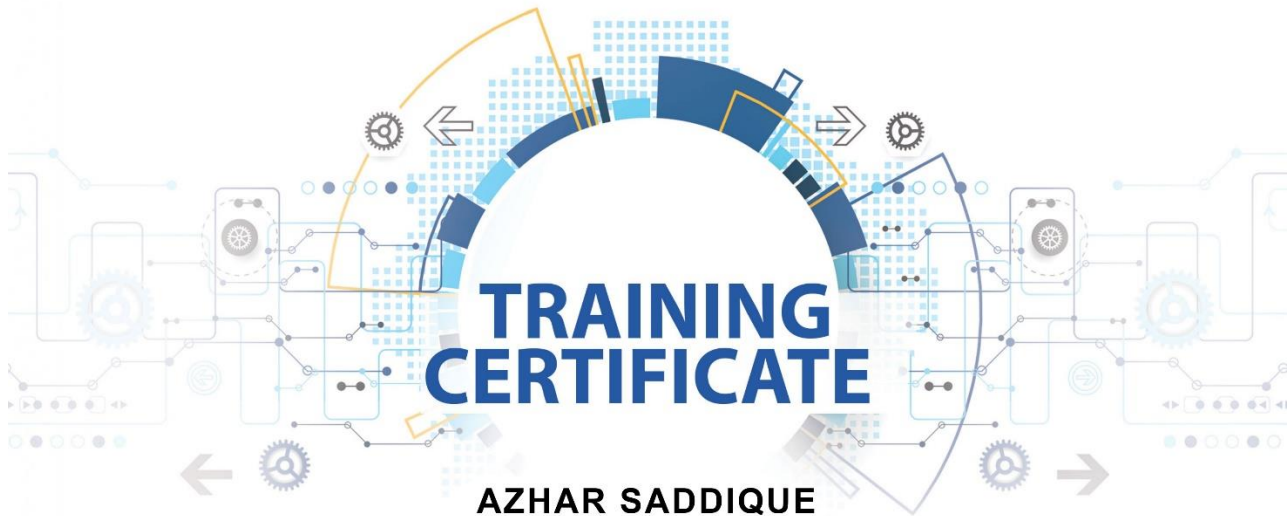
Amran Malik

Amran Malik, Program Coordinator

Ali A Malik

Ali A Malik, Director Operations





AZHAR SADDIQUE

has completed the training in **AUTOCAD** course under DigiSkills Training Program
Batch-10 Jun 2021-Sep 2021

Ashad Saleem
Rector, Virtual University

Abdussein
CEO, Ignite



Issue Date : 08/09/2021

This document may be verified online at: <https://digiskills.pk/verify>

Certificate ID: VUVNWNXPQ

IIT-Pakistan

Inspire Institute of Technologies
Pakistan. (Pvt). Ltd.

Serial No. 0682



Certificate

Roll No: 22930

Session : Apr 2017 - May 2017
Duration: Two Months

This is to certify that
Azhar Saddique s/o Muhammad Saddique
has secured the qualification in

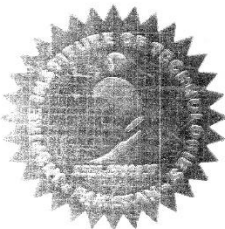
Dot Net

[Signature]
Trainer

[Signature]
Director

Issued Date : Jun 05 , 2017

To verify this certificate please visit
www.iitpakistan.com.pk



Under Section 23-Pakistan Citizenship Rules

No. RWP-7-2013-2915

APPENDIX-XIV

Dated: 18-7-2013

FORM 'P-1'

The Pakistan Citizenship Act, 1951 (II OF 1951)

and the rules made there under or (vide rule 23)

CERTIFICATE OF DOMICILEWhereas AZHAR SADDIQUES/O MUHAMMAD SADDIQUE

has applied for the grant of a certificate of domicile under the Pakistan Citizenship Act, 1951 (II of 1951), alleging with respect to himself/ herself the particulars set out below and has satisfied the undersigned that the conditions laid down in Section 17 of the said Act for the grant of a Certificate of Domicile are fulfilled in the said

AZHAR SADDIQUE

case.

NOW, Therefore, in pursuance of the powers conferred by the said Act and the rules made there under, the undersigned hereby grants to the said AZHAR SADDIQUE this Certificate of Domicile.

In Witness whereof, I have hereto subscribed my name this day of 18-7-2013

for District Coordination Officer,
Rawalpindi

FULL PARTICULARS RELATING TO THE APPLICANT

Full Name AZHAR SADDIQUES/O MUHAMMAD SADDIQUEAddress in Pakistan DK-289, DHOKE KASHMIRIANPlace of Domicile RAWALPINDI(Domicile) Tehsil Rawalpindi District Rawalpindi Prov/Admin: PUNJABDate of Arrival in Place of Domicile Since BirthMarried/Single/Widow/Widower SingleName of Wife or Husband N/AName of Children and their Ages N/ATrade or Occupation STUDENTMark of Identification NIL

for District Coordination Officer,
Rawalpindi