

HAMMAD AQIB SIDDIQUI

Working Experience (6 Years of Professional Working Experience in University Admin)

June 2018 to May 2024 (Six Years)

Computer Clerk, Foundation University College of Physical Therapy (FUCP), FUSH, Foundation University Islamabad (FUI), DHA Phase-I, Islamabad.

Responsibilities:

- All Correspondence of Students Synopsis, IRC, ERC & Thesis Related work.
- Maintaining & Updating of SOPs and University Policies File.
- Assisting with tasks like scheduling appointments, managing calendars, and preparing documents.
- Making Merit Lists of New Admission After Entrance Test.
- Inputting and updating information into university databases and systems.
- OMR Machine MCQ Result Generation of Midterm & Terminal Examination.
- Designing Attendance Sheets & Award Lists for Exams.
- Preparing & Displaying Seating Plans for University Examination.
- Uploading of Results on CMS Given by Faculty Members.
- Processing the Case of Degrees and Transcripts of Students to Exam Branch & keeping the record.
- Verification of Degrees from Concerning Boards of Newly Admitted Students.
- Designing & Record Maintaining of Internal Evaluation Sheets of Students
- Student Convocation Arrangements & Management.
- Maintain the optical workflow of office.
- Processing New Admissions of Bachelors & Undergraduate Programs.
- Entertaining the National & International Delegations including Hasselt University Belgium, UHS, PM&DC & NUMS.
- Supervision of Campus Events like Sports Day, Cultural Day, Food Festival, Drama Festival etc.
- Organizing Internal & International Conferences.
- Designing of Academic Timetable & Academic Calendars for Faculty Members.
- Letter Drafting, Record Keeping, Filing & Handling of Original Documents.
- Prepare data and fulfill the needs of HODs.
- Issuing of Student ID Cards & Leave Performa.
- Coordinating with higher authorities via formal communication Channels.
- Front Line Representative to Brief Visitors & Parents in Student Hub Branch.
- Allotment of Students in Hospital for House Job.

March 2018 to May 2018

IT In-Charge, Allons Enterprises (Medicine Distributor), Chaklala Scheme III, Rawalpindi.

- Compose Invoices.
- Performed Record maintaining.
- Making weekly Reports.
- Installing of Softwares.
- Monitoring of Network Performance.
- Troubleshooting of Systems and Devices.
- Management of Backups & Data Recovery Processes.
- Ensuring All Computer systems, Software and Hardware are Up to Date.



Objective

Highly organized & detail-oriented professional seeking an Administrative Position. Offering a 6 Years experience & strong background in Office Administration and Customer service. Aiming to utilize my excellent administrative skills and to effectively support office operations & enhance overall productivity. Proven track record in managing office operations, coordinating meetings, conferences and maintaining databases. Proficient in various software applications including MS Office Suite, Canva, PicsArt. Committed to maintaining a high level of accuracy & confidentiality while fostering positive relationships with clients and colleagues.

Core Skills

- IT Relations
- Problem Solving
- Good Communication
- Public Relations
- Flexibility
- Team Management
- Administrative Skills
- Microsoft Office
- Social Media Handling
- CV Designing
- Scheduling

Languages

- Urdu
- English
- Punjabi

Reference

- Phone & WhatsApp:
+92-336-5113140
- Email:
iemmaadi.i@gmail.com
- Location:
Rawalpindi / Islamabad.

December 2017 to February 2018

Data Entry Operator, Allied Distributors (LaysPakistan), Adyala Road, Rawalpindi.

Responsibilities:

- Maintain office record in proper way.
- Making Load passes of workers.
- Allow loaders to load the booked amount of inventory.
- Entering, Updating, Maintaining & reviewing Data in System.
- Scan & Store Physical Documents in E-Form.
- Organizing Physical & Digital Files.
- Summarizing Information In Excel Sheets.
- Collaborate with Other Departments to ensure data accuracy.
- Responding to Information Request from Authorized Personnel.

June 2017 to September 2017

Insurance Claim Officer, Honda Meher Motors, Peshawar Road, Rawalpindi.

Responsibilities:

- Accept and forward the insurance claim form of accidental vehicle to concerned company.
- Fulfill the needs and particulars of each customer.
- Make sure work to be done in proper way to satisfy the owner of vehicle.

April 2017 to May 2017

Field Worker, TCS (Logistics), G-8 Markaz, Islamabad.

Responsibilities:

- Delivers the mail in time
- Enter the deliveries details in Computer.
- Reports to the auditors every day

Education

Intermediate Degree of Computer Sciences

Federal Board of Intermediate and Secondary Education

Matriculation

Federal Board of Intermediate and Secondary Education

Certification

Certification in Office Management

National Institute of Computer Sciences, Virtual University.

Certification of Social Media Strategist / Specialist

Nonprofit Tech for Good.

Certification of Recognition in Conference

Organizing International Interdisciplinary Health Conference.