

Abdullah Hassan Siddiqui

OBJECTIVE

Dedicated Compliance Executive with extensive experience in compliance management, quality assurance (QA), data entry, and sales operations. Known for strong attention to detail, process improvement, and cross-functional collaboration. Seeking a challenging role to leverage my skills in compliance, human resources, and operations management to drive organizational efficiency and ensure regulatory adherence.

PROFESSIONAL EXPERIENCE

*Compliance Executive

Smart Outsource Solution
[2024] – [2025]

- Maintaining documentation of data sources, methodologies, and analytical procedures for transparency and reproducibility.
- Gathering and aggregating data from various sources, including databases, surveys, and external sources.
- Cross check all the files.
- Communication with Other departments regarding property issues.
- Quality Assurance(QA)
- Live Checking (Checking all the new Installations (Boiler, Radiators, Loft Insulation, and Solar etc.

Data Entry

Remote Job
[2023] – [2024]

- Work as a data entry specialist with a person in UK.
- Maintaining website.
- Checking CRM Daily.
- Entered and managed data accurately, supporting decision-making processes.
- Improved data entry efficiency by streamlining procedures.

Operation Manager

One Point
[2023] – [2023]

- Giving Training to new team members.
- Communication with team leaders regarding any issues.
- Managing all the files and update records.

EDUCATION

ICS Modern College of Commerce and Sciences

ADP (CS) CUST University

BS CS Virtual University (Continue)

CONTACT

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SKILLS

- ❖ Strong decision maker
- ❖ Complex problem solver
- ❖ Communication
- ❖ Service-focused
- ❖ Data Entry
- ❖ Adobe Photoshop
- ❖ Microsoft Office
- ❖ Leadership
- ❖ CSR

Certifications

- ❖ Computer Information Technology

LANGUAGES

- ❖ URDU
- ❖ English

HOBBIES

- ❖ Cricket
- ❖ Football
- ❖ Reading