



Muhammad Mussaddiq Ali

ID: 3510379341805 | **Date of birth:** 04/08/2002 | **Place of birth:** pattoki, Pakistan |
Nationality: Pakistani | **Gender:** Male | **Phone number:** (+92) 3457640802 (Mobile) |
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● ABOUT ME

I am a motivated and responsible individual with strong organizational and communication skills, eager to contribute effectively in a professional environment. I have the ability to manage office tasks, maintain records, and support administrative and human resource activities efficiently. My positive attitude, strong work ethic, and ability to work both independently and as part of a team enable me to perform responsibilities effectively. I am committed to maintaining professionalism, confidentiality, and organizational standards while supporting HR operations and contributing to the overall success of the organization.

● WORK EXPERIENCE

SEO CONTENT WRITER – JW ONLINE PVT LTD – 10/01/2024 – 25/05/2025 – RAIWIND ROAD LAHORE , PAKISTAN

● EDUCATION AND TRAINING

09/11/2022 – 25/07/2026 Okara, Pakistan
BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION University of Okara

Website www.uo.edu.pk | **Field of study** Human Resource Management | **Level in EQF** EQF level 6

19/08/2020 – 20/10/2022 pattoki, Pakistan
FA Govt. Graduate College Pattoki, District Kasur

Field of study psychology, civic, Health & physical education | **Level in EQF** EQF level 4

01/03/2018 – 19/09/2020 Pattoki , Pakistan
MATRIC SCIENCE Govt English Medium High School Burjmahalam Chak no 35

Field of study Biology, Chemistry, Physics | **Level in EQF** EQF level 3

● LANGUAGE SKILLS

Mother tongue(s): **URDU**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● SKILLS

Effective Communication | Presentation and Public Speaking | Customer Relationship Management | Team Collaboration | Multitasking and Time Management | Problem Solving and Analytical Thinking | Adaptability and Quick Learning | Microsoft Office | Organizational and Planning Skills | Client Service Orientation | Interpersonal Skills | Basic Financial and Banking Knowledge

● **HOBBIES AND INTERESTS**

Gardening to connect with nature and relax

Nurturing plants to relax, connect with nature, and refresh the mind

Traveling to understand diverse cultures and governance systems

Engaging in social campaigns (environment, education, health awareness)

● **ONLINE COURSES**

01/08/2025 – 01/11/2025

Freelancer

01/08/2025 – 01/11/2025

SEO

● **COMMUNICATION AND INTERPERSONAL SKILL**

11/08/2018 – 08/08/2025

Active Listening , Verbal Communication,Written Communication,Non-Verbal Communication,Team Collaboration

● **AWARDS & ACHIEVEMENTS**

Prime Minister’s Laptop Scheme 2025

Awarded a laptop under the Prime Minister’s Laptop Scheme 2025 in recognition of academic merit, reflecting dedication to educational excellence and commitment to continuous learning and professional development.