



## MOHAMMAD ZAID SIDDIQUI

House no E 108 POF Havelian Cantt Abbottabad  
03085492217  
musabsiddiqui123@gmail.com  
13/12/2001

### OBJECTIVE

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

### SKILLS

- Translation
- Transcription
- Data Entry
- Database Optimization
- Word, Excel, PowerPoint
- Report Management and Composition
- Team Leading and Handling
- Driving
- Management
- Operations Handling
- Pressure Handling
- English Writing and Speaking
- Quick Learning

### ADDITIONAL INFORMATION

Science Fiction Books

Technology Based Movies

Core Software Development and Management

Observation of process

### INTERESTS

- Science Fiction Books
- Technology Based Movies
- Core Software Development and Management
- Observation of process

### LANGUAGE

- English
- Urdu
- Punjabi

### EXPERIENCE

#### 06/2019 - 06/2020 **Ibex International**

Head Translator

Worked as Head Translator on multiple Languages

#### 08/2020 - 03/2021 **Habsun-Impex (SMC-PVT)Ltd**

General Manager Operations

Served as GMO at US outbound Call Center

#### 07/2021 - 05/2022 **Digibex Pvt LTD.**

Onsite Content Writer

### EDUCATION

2017

#### **Sir Syed High School**

Secondary School Certificate

83%

2019

#### **The Scholars Science College**

Higher Secondary School Certificate

76.07%

2021-2025

#### **Sir Syed Case Institute of Technology Islamabad**

BS Software Engineering

Continue

### PROJECTS

#### **Foodpanda International**

#### **US Energy**

#### **Final Expense**

#### **Att & Dtv**

- Dutch
- Spanish
- French
- Russian



Signature:

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Mohammad Zaid Siddiqui