



SADIQ AHMAD

My Contact

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☎ **0524264023**

📍 **Dubai**

Hard Skill

- **WEB DESIGNING**
- **PROGRAMMING**
- **DOCUMENT CONTROLLER**
- **MS-OFFICE**
- **FRONT-END-DEVELOPER**
- **DATA ENTRY-CLERK**
- **OFFICE ADMINISTRATIVE**

Soft Skill

- **Observation**
- **Decision making**
- **Communication**
- **Multi-tasking**

Education Background

- **FSC Pre-Engineering**
From Quaid-e-Azam College Swabai
Completed in 2018
- **Bsc-Computer Science**
From-University Of Swat
Completed in 2020
- **Mcs-Computer Science**
From-Abdul Wali Khan University Mardan
Completed in 2023

About Me

~~I'm a nice fun and friendly person, I'm honest and punctual, I work well in a team but also on my own as I like to set myself goals which I will achieve, I have good listening and communication skills. I have a creative mind and am always up for new challenges. I am well organized and always plan ahead to make sure I manage my time well.~~

Professional Experience

• **Customer Service**

I have 1.5 year Experienced in Customer Service. I have meets the customer's expectations in meaningful and innovative ways. Brand reputation and growth are about creating a positive, memorable, and trustworthy relationship with the customer. A good customer experience should be seamless, efficient, and personalized, making customers feel valued and appreciated.

• **OFFICE ADMINSTRATIVE AND DATA ENTRY OPERATOR**

in IMHS SCHOOL I Managed financial operations and accounting processes for the school Prepared and maintained financial reports, including balance sheets, Oversaw accounts payable and receivable functions, managing vendor relationships and ensuring timely payment processing.

• **FRONT-END-DEVELOPER**

Two Months Internship In Codematics Urnaan create more than 20 Frontend designs for big companies complete a lot of complicated work.

Hobbies

- **Writing**
- **Cricket**
- **Travelling**
- **Gardening**
- **Driving**