



MUHAMMAD WAMIQ BAIG

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PERSONAL PROFILE

Currently a Chief Operations Officer, I am seeking for challenging jobs and projects that can enhance my organizing and handling abilities. As an enthusiast, learning new techniques, related to various jobs, is my aim so that it enriches my experience and makes me versatile and highly competent in the market.

- Disciplined and organized work is a part of my personality
- Time management and completing tasks on short notices is not very difficult for me
- Work, for me, is considered satisfactory only when it is 99.9% complete with efficiency
- Compromise on quality is never acceptable for me

ACHIEVEMENTS

- Awarded by a trophy on achieving 2nd position in inter-school National Song Competition held at Arts Council Karachi - year 2007.
- Being the Lead Vocalist, got 1st position (out of 13 schools from all over Karachi) in 'Horlicks WizKids Inter-school Singing Competition' - year 2011.
- As a band, gave opening performance to one of Pakistan's biggest bands - 'Stings', at a concert held at The City School PAF Chapter School - year 2012.
- Received the Certificate of Internship at 'Bari Textile Mills' - year 2013.
- Certificate of Participation, in successfully organizing 'Cultural Revolution' - An event that depicted cultures food and dressings of various countries - 2015.

EDUCATION

- Certificate of Microsoft Office - 2005
- O levels - Falconhouse Grammar School - 2010
- A levels - The City School PAF Chapter - 2012
- Bachelors of Business Administration (BBA) final year - Iqra University Main Campus
- Bachelors of Commerce (B.Com) - City Govt. College - 2018

WORK EXPERIENCE

- Chief Operations Officer at Dimensions Tutor Academy - From Feb, 2017 till present
 - Responsibilities:
 - Organize and handle various operations like monitoring records, handling social media pages, dealing with clients and providing best possible solutions to them.
 - Provide advisory support for the Marketing department.
 - Provide advisory support to Finance department
 - Recruit and allot the best possible tutors for the satisfaction of clients
- Worked as Assistant Manager at a local restaurant - From year 2012 to 2013
- Served as a Home Tutor for Primary and Secondary classes - From year 2012 to 2017

SKILLS

- Adobe Photoshop - CS6
- Audio Editing
- Creative Writing and Editing
- English Grammar - written and verbal
- Urdu - written and verbal
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

HOBBIES

- Music (Composing, Singing, Instruments playing)
- Cricket
- Badminton
- Swimming

REFERENCE

Available on request