

Resume

Saqib Murtaza

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Motivated individual with a proven track record in managing diverse teams and enhancing operational efficiency across various industries. Equipped with an MBA in Finance and a passion for continuous learning, I am expanding my skill set with a focus on web development and emerging technologies in the web3 and metaverse domains.

Education

PIAIC -Certified AI, Metaverse, and Web 3.0 Developer & Solopreneur | Student

Jul 2023 to Present

Pursuing advanced studies in web3 and metaverse technologies, with expected completion of course in June 2024. Developing a strong foundation in decentralized applications, blockchain, and immersive digital experiences.

MBA in Finance

1993 to 1995

MBA at the Philippines Christian University, led impactful projects, including a PVC cable industry feasibility study and strategic planning for a marriage hall.

B.Sc in Mathematics and Physics

1987 to 1989

Edwards College - Peshawar, PK

SSC in General Sciences

1985 to 1987

Peshawar Public School & College - Peshawar, PK

Experience

PIAIC -Certified AI, Metaverse, and Web 3.0 Developer & Solopreneur | Student

Jul 2023 - Present

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Murtaza Sons Stationers | Business Owner, Peshawar

Jan 2017 - Dec 2021

As the owner and manager of a family stationery business, I successfully oversaw day-to-day operations, inventory management, and customer relations. Implemented cost-effective strategies that led to a 30 % increase in profit margins over a two-year period. Developed and maintained relationships with suppliers, optimized stock levels, and introduced new product lines to meet evolving customer demands. Demonstrated strong leadership and decision-making skills while navigating challenges and ensuring the business's sustained growth.

Hitech Network Private Limited | Coordinator Peshawar

Jul 2011 - Dec 2016

Managed coordination between departments, fostering effective communication and alignment of goals. Assisted in project planning and execution, ensuring timely completion and quality deliverables.

Nokia Siemens Network (NSN) | Coordinator & Data Analyst Islamabad

Apr 2010 - Jun 2011

Coordinated projects, gathered and analyzed data, and prepared insightful reports to support decision-making. Contributed to process improvement by identifying bottlenecks and suggesting solutions.

Electronic Network Services (ENS) | Manager Administration, Islamabad

Dec 2006 - Mar 2010

Lead administrative functions, overseeing facilities, procurement, and resource management. Developed and implemented policies to enhance organizational efficiency and employee satisfaction.

Network Leasing Corporation Pvt Ltd. | Branch Manager, Peshawar

Jun 1996 - Sep 2006

Successfully managed branch operations, leading a team to achieve sales targets and enhance customer satisfaction. Implemented strategic initiatives that resulted in increased profitability and market share.

Additional Skills

Mathematics Tutor (Part-time)

Since 2013 to present

Utilized teaching skills to educate and mentor students in mathematics for the past 10 years.

E-commerce and Social Media Management

Jun 2020 to present

Established and managed a successful reselling business on Instagram, Facebook, and TikTok, showcasing a variety of products.

Utilized marketing strategies to enhance online visibility and drive sales, resulting in increased revenue.

Created and maintained a furniture website, overseeing content creation and product listings.

Digital Marketing and E-commerce Manager

Jun 2020 to present

Managed social media accounts for the furniture business J's Furniture on Instagram, TikTok, and Facebook, consistently engaging with the audience and building brand awareness.

Implemented effective digital marketing techniques to promote products, increase website traffic, and enhance overall online presence.