

Resume

Saqib Murtaza

Shadman Colony, Canal Road, University Town, Peshawar.

+92 317 193 8567

saqibmurtazakhan@gmail.com

LinkedIn: <https://www.linkedin.com/in/saqibmurtazakhan/>

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

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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.