**Muhammad Maaz Siddiqui**

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**Education**

* Doing Bachelors of Business Administration from IBA, Karachi **2020 – 2023**
* Completed Alevels from Karachi Grammar School with 4 subjects: **2018 – 2020**

A – Mathematics, Economics, Accounting

B – Computer Science

* Completed O levels from St. Patrick’s High School with 9 subjects: **2016 – 2018**

A\* – Mathematics, English Language, Additional Mathematics, Physics, Chemistry

A – Urdu, Islamiat, Pak Studies, English Language

**Work Experience**

**The Citizens Foundation June 2021 – Present**

Maths Instructor – ADP Program

* Prepare a class of 30 students for aptitude test of universities
* Explain concepts and solve practice exercises with them
* Conduct mock exams

**OzzyRoo Pvt Ltd July 2020 – April 2021**

Virtual Assistant Intern – Amazon Australia

* Research market to find suitable product on the specified parameters to sell
* Analyze Market dynamics and relevant keywords for the product
* Write Sales Copy and stuffing in keywords to rank on SERP results
* Handle sourcing of the product from China

**Extra curriculars and Hobbies**

* Did course on Python Programming Language
* Learnt Facebook and Instagram marketing from AlexEngine course
* Managed WordPress website
* Have been Part of School and College Cricket teams
* Like playing table tennis, volleyball and cricket

**Skills**

* Have strong analytical skills and good in team work
* Strong grip on the use of MS Excel, MS Word, and PowerPoint
* Quick to learn and adapt new things
* Management and Leadership skills
* Problem Solving Attitude