

**MOHAMMEDSIDDIQ M.**

**(MECHANICAL Engineer)**

**Contact Details:**

**Mo:**  +919998262605

**Email:** m.siddiqmolvi@gmail.com

Vadodara ,Gujarat, India

**Personal Information:**

* DOB : 3rd Feb 1996
* Nationality : Indian
* Gender : Male
* Marital Status: Unmarried

**Languages Known:**

* Hindi
* Gujarati
* English
* Arabic

**Strengths:**

* Quick Learner
* Disciplined
* Punctual
* Perfection

**SKILLS:**

* **Leadership**
* **Microsoft office**
* **Photography**
* **Office administration**
* **Problem solving skills**
* **Team working**
* **Critical thinking**
* **Time management**

|  |
| --- |
| **RESUME** |

|  |
| --- |
| **OBJECTIVE:** |

My career objective includes gaining expertise in a multitude of facets of the organization of which I am a part, through continuous development subsequently; I will devote my skill and knowledge to efficiently and effectively handle whatever responsibility I have on my shoulder

|  |
| --- |
| **Experience:** |

**Oﬃce Administrator, AS-SIDDIQ HOSPITAL OCT2020 Present**

Organising and overseeing the health services and daily activities of hospital, Organize, control & coordinate service as per hospital board regulations

**Sales Executive, NAAZ ENTERPRISE Dec 2017 – Present**

Maintain receipts, records, and withdrawals of the stock. Receive, unload, and shelve supplies Perform other stock-related duties, including returning, packing, pricing & labelling.

**RECEPTIONIST,AS-SIDDIQ HOSPITAL DEC 2017 TO OCT 2020**

Provided multifaceted administrative support for busy general hospital answer phones call & replay email; handle insurance pre certifications; scheduled appointments & meetings & managed medical file updated.

|  |
| --- |
| **ACADEMIC CAREER:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Year** | **Marks**  **(%)** | **University/board/**  **College** |
| **BACHELOR IN**  **MECHANICAL**  **ENGINEERING** | **2020** | **55.03%**  **(CGPA:6.03)** | **GSEB** |
| **DIPLOMA IN**  **MECHANICAL ENGINEERING** | **2015** | **53.80%**  **(CGPA:5.88)** | **GTU (GUJARAT TECH. UNI.)** |
| **S.S.C** | **2011** | **61.08%** | **GTU (GUJARAT TECH. UNI.)** |

|  |
| --- |
| **Area of interest:**  * Management. * QA/QC * Production Manufacturing * Mechanical Engineer * Administrative Assistant * Administrative Oﬃcer * Document controller   **Hobbies:**   * Learning * Music * Sports * Designing products * landscape photography |

**TRAINING AND CERTIFICATIONS**

* **Basic Industrial training**

**Training Institute: Zenﬁn Engineering**

**Date Attended: November 2018 (730 hours)**

* **industrial training**

**Training Institute: uniya engineers**

**Date Attended: July 2013 (28 hours)**

* **IT Wizard Curriculum (Training)**

**Training Institute: NIIT@School**

**DECLERATION:**

I hereby solemnly declare that the above Information and particulars are true and correct to the best of my knowledge and belief.

**(Mohammedsiddiq)**