MUHAMMAD SIDDIQ KHAN

COMPUTER LAB ASSISTANT

CONTACT

- +966-5XXXXXXXX
- siddiqdcse@gmail.com
- Dammam , KSA

SKILLS

- Technical Support
- Software Troubleshooting
- Network Management
- Hardware Maintenance
- User Training
- Microsoft Century App Administration
- Attendance & Student Information Systems
- Education Management Systems (EMS)
- ERP Software Operation (Academic & Admin Modules)
- APTIS Test Invigilation & Coordination
- Strong Organizational & Reporting Skills
- Digital Academic Tools (MS Teams, OneNote, etc.)

LANGUAGES

- English – Fluent (APTIS Certified – Grade B)
- Urdu – Native / Fluent
- Pashto – Native / Fluent
- Arabic – Basic Understanding

PROFILE

Detail-oriented and tech-savvy professional with over 5 years of experience in managing educational software, technical support, and administrative tasks in academic environments. Proficient in Microsoft education tools, ERP systems, and student data management. Certified APTIS invigilator with strong communication and coordination skills.

Gulf Employment Details

- **Iqama Status:** Valid & Transferable
- **Ajir Platform:** Registered
- **Chamber of Commerce:** Document Attestation Available

WORK EXPERIENCE

Abdullah Al Qamzi Co., UAE 2013 - 2014
Clerk & Admin Support

- Cash and attendance record management for construction site
- Maintained data documentation and logistics records

The City School – Bannu Campus, Pakistan 2016- 2020
ICT & Office Assistant

- Managed computer lab systems, ensured smooth operation and maintenance
- Provided technical support for students and teachers using tools like LAN School, NetSupport School, Google Classroom
- Supported APTIS exam administration, coordinating attendance and managing digital systems
- Assisted in Microsoft Office 365 and OneNote use for digital academic operations

Sheng She , Thailand 2024 - 2025
Marketing Manager & IT Specialist

- Oversaw technical setup and social media tools
- Coordinated client communication using Zoom, Google Meet, and Microsoft Teams

EDUCATION

B.Sc (Hons) Computer System Engineering 2007- 2011
University of Engineering & Technology Peshawar

F.Sc Pre-Engineering 2003 - 2005
Hira School & College Bannu

🏅 MICROSOFT CERTIFICATIONS

💻 Computer Science & Coding
- Teach AP Computer Science Principles with the Microsoft MakeCode curriculum
- Create a Computer Science Curriculum with the Microsoft Toolkit
- Teach Student-Led Computer Science Advocacy
- Ohbot – Using Coding to Control a Physical Device
- Physical Computing for the Non-Computer Science Educator
- Minecraft Hour of Code: Facilitator Training (2020)

📘 21st Century Learning & ICT Integration
- 21st Century Learning Design – Full Series
- Course 1: Introducing 21CLD
- Course 2: Collaboration
- Course 3: Skilled Communication
- Course 4: Knowledge Construction
- Course 5: Self-Regulation
- Course 6: Real-World Problem Solving and Innovation
- Course 7: Use of ICT for Learning
- Course 8: Embedding 21CLD in Practice

💡 Blended, Remote, & Hybrid Learning Tools
- Enable Student Success with Blended Learning Solutions in Higher Education
- Hybrid Learning: A New Model for the Future of Learning
- Lead Forward: Integrating Strategies from Remote, Hybrid & Blended Learning
- Combine the Power of Schoology and Microsoft Teams
- Windows 10 for Education
- Create and Collaborate with Canva for Education and Microsoft EDU

💬 Social-Emotional Learning & Student Engagement
- Build Social and Emotional Skills with Reflect
- School Day Teams App – SEL & Wellbeing
- Countdown to Successful Family-Teacher Conferences
- Support Reading Fluency Practice with Reading Progress
- WE Schools: Service Learning 101
- Working with Digital Storytelling in STEM through Silent Videos

👨‍🏫 Instructional Leadership & Collaboration
- Certified Microsoft Innovative Educator
- OneNote Staff Notebook: Tools for Staff Collaboration
- Support Learning Environments with Instructional Leadership