Arbaaz Siddiqui

Junior Developer / Admin Assistant

I foster a mindful work ethic, continuously seeking new skills and aligning my efforts with the company's values to contribute meaningfully to both our success and the betterment of the community.

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Doha, Qatar

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+97433283443

QID: 30035619815 (NOC Available)

github.com/arbaazsama

WORK EXPERIENCE

Junior Web Developer - Admin Assistant
Connivia Tech Solutions Pvt. Ltd

03/2022 - 04/2023   *Mumbai, Maharashtra*
Achievements/Tasks
- ● Coded And Maintained Websites and Web Applications. ● Collaborated with senior developers with projects to gain experience and learn best practices. ● Troubleshooted and resolved website bugs, ensuring optimal user experience and functionality.

Inventory Management Supervisor - Web Developer
GarmentsWale.com

05/2020 - 08/2020
Achievements/Tasks
- I was entrusted with the development and implementation of the company's e-commerce website. ● I was tasked with managing and maintaining products images and text data of those products from the company.

Contact : https://www.garmentswale.com

Inventory Supervisor - Web Developer
Teraaz Pharmaceutical Industries Pvt. Ltd

Achievements/Tasks
- Partnered with a team to launch a wholesale pharmacy company, contributing expertise in website development and database administration. (Skills learnt: Inventory Management, Cost Controlling, Project Management, Pharmaceutical Industry)

PERSONAL PROJECTS

Peer-to-peer (P2P) file To Google Drive Downloading script
- I developed a script that automates file transfer processes, significantly improving workflow efficiency. I identified an opportunity to streamline file transfer through a custom script, resulting in substantial time savings.

Python File Encryption/Decryption Tool
- Developed a personal file encryption tool to enhance data security during cloud storage utilization

EDUCATION

Master's in Data Science
IIIT Bangalore

Bachelor of Science in Information Technology
Amity University

SKILLS

Microsoft Excel   Python   JavaScript
Inventory Management   HTML/CSS   SQL
Microsoft Word   MongoDB   PostgreSQL
Problem-solving   Project Management
Organizational skills   Odoo   Microsoft Windows
Office Suite   IT Service Management
Administrative skills   Technical skills   E-commerce
Attention to detail   Document Management
Office Administration   Sales Expertise
Quality Control   Financial Management
Contract Management   Supply Chain Management
Customer Retention

CERTIFICATES

•Executive Diploma in Finance Management

•Professional Diploma in Office Administration Management

•Professional Diploma of the Executive Assistant

•Executive Diploma in Business Management and Administration

•Professional Diploma in Procurement, Sourcing, Supply Chains

LANGUAGES

Hindi
Native or Bilingual Proficiency

English (IELTS Band 7)
Full Professional Proficiency

French
Professional Working Proficiency

INTERESTS AND HOBBIES

Football   Swimming   Writing Articles at Medium.com

Reading literature and Fiction