

Muhammad Owais Siddiqui

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Date of birth: 18/11/1988 **Place of birth:** Karachi, Pakistan **Nationality:** Pakistani

ABOUT ME

I am a Project Management professional with a strong background in project delivery, operations, administration, and finance. I hold an MSc in Project Management from the University of South Wales and an MBA, combining academic knowledge with hands-on experience managing projects across Pakistan and the United Kingdom. In my current role, I lead cross-functional teams and deliver digital marketing, web development, and branding projects from planning through to successful completion. I enjoy working in collaborative environments and apply Agile principles to keep projects organised, adaptable, and focused on delivering value. As an Associate Member of the Association for Project Management (APM), I am committed to continuous professional development and always look for practical ways to improve processes, strengthen teamwork, and achieve successful outcomes.

WORK EXPERIENCE

Madalytech

City: Karachi | **Country:** Pakistan

[02/02/2026 – Current] **Project Manager**

- Lead end-to-end delivery of digital marketing, web development, and branding projects for clients across retail, healthcare, technology, and lifestyle sectors, taking ownership from planning through to final delivery.
- Direct cross-functional teams spanning SEO, creative design, web development, and production, setting priorities and ensuring alignment with client objectives and agency standards.
- Plan, schedule, and manage multiple concurrent project work-streams, including social media campaigns, Meta and Google Ads, influencer and UGC activations, and SEO-driven content strategies.
- Own resource allocation and budget oversight across active projects, adjusting plans as needed to keep delivery on time and within scope.
- Manage client relationships end-to-end, acting as the primary point of contact for expectation-setting, progress updates, and issue resolution throughout each engagement.
- Collaborate with the Head of Operations and Creative Lead to define project milestones, design workflows, and proactively resolve delivery bottlenecks.
- Direct procurement and operational projects, including IT procurement, call centre setup, and pre- and post-production management for digital campaigns.
- Lead proposal development and client brief scoping, shaping project approach and contributing to new business growth for the agency.
- Redesign and implement internal project management processes to improve efficiency and cross-functional collaboration across teams.
- Maintain high client satisfaction through proactive communication, clear expectation-setting, and a results-driven approach to project delivery.

Zenon Newport Ltd

City: Cardiff | **Country:** United Kingdom

[03/06/2025 – 31/12/2025] **Manager**

- Hired, trained, scheduled and evaluated restaurant staff, including kitchen and waitstaff.
- Managed daily front and back-of-house operations to ensure smooth and efficient service.
- Created and managed budgets and controlling costs.
- Ordered food and supplies, maintained stock levels and coordinated with vendors and suppliers.
- Managed and resolved technical issues related to third-party food delivery platforms, including Uber Eats, Deliveroo, Foodhub, and Just Eat, ensuring uninterrupted order processing and service continuity.
- Maintained and updated pricing across all online food delivery platforms, ensuring accuracy and consistency of menu prices, promotional offers, and special pricing campaigns.
- Liaised directly with account managers and support teams at Uber Eats, Deliveroo, Foodhub, and Just Eat to coordinate platform updates, resolve listing or payment discrepancies, and implement new pricing or promotional changes.

- Ensured high customer satisfaction by handling feedback, resolving complaints, and creating a positive guest experience.
- Ensured the restaurant complies with food safety and health.

T.S.S (Total Security Services) Ltd.

City: Bridgend | **Country:** United Kingdom

[03/10/2024 – 02/10/2025] **Security Officer**

- Lawfully deterred potential shoplifters and troublemakers by consistently applying the ASCONE steps, maintaining a visible and professional presence on the shop floor at all times.
- Ensured the safety and security of all store areas, with particular attention to high-risk sections including Alcohol and Meat, conducting routine checks throughout each shift.
- Monitored shopper behaviour across the store, identifying suspicious or irregular activity and responding appropriately in line with company and legal guidelines.
- Supervised entry and exit points to control the movement of customers and prevent unauthorised removal of goods.
- Delivered a high standard of customer service throughout every shift, meeting and greeting customers in a friendly, approachable, and professional manner.
- Carried out regular random checks of designated areas to ensure compliance with store security protocols.
- Conducted bag searches where required, following established procedures with professionalism and respect for the individual.
- Assisted store staff during peak trading hours, supporting the team to manage customer flow and maintain smooth shop floor operations.
- Completed accurate written incident reports at the end of each shift, documenting any notable events, security breaches, or situations requiring management attention.

CPD 2026 Abdullah Ali Chaudhry

City: Cardiff | **Country:** United Kingdom

[19/07/2024 – 16/12/2024] **Personal Assistant**

- Provided support and encouragement by engaging him in special child activities such as playing games, visiting places, taking walks and having conversations.

New Electronics Services – Textile

City: Karachi | **Country:** Pakistan

[01/08/2013 – 14/09/2022] **Admin Officer and Assistant Accountant**

- Managed the full recruitment cycle, including drafting job descriptions, advertising vacant positions, sourcing and screening candidates, and coordinating interviews.
- Oversaw the on-boarding process for new employees, ensuring a smooth and structured transition into the organization.
- Managed office supplies and stock levels, placing orders and liaising with vendors as required.
- Supervised stock reports on a bi-weekly basis, maintaining accuracy through both manual and system-based tracking methods.
- Organized and maintained a structured filing system for confidential company documents and records.
- Compiled and updated employee records, including recruitment files and confirmation letters.
- Assisted with payroll processing and maintained personnel databases.
- Ensured office equipment remained fully formal requisitioning new equipment and supplies as needed.
- Supported the finance department with job order costing, invoicing, voucher posting, and processing of bill payments using QuickBooks.
- Performed bank reconciliations and maintained accurate customer ledgers in QuickBooks.
- Maintained and updated financial and operational records using MS Access, ensuring accurate and organized data for reporting purposes.
- Prepared and filed monthly General Sales Tax (GST) and Sindh Sales Tax (SST) returns with the Federal Board of Revenue (FBR) and Sindh Revenue Board (SRB).

- Coordinated the timely processing of import-related payments to ensure smooth import operations.
- Maintained correspondence with customers regarding queries, orders, and payment matters.

W. Woodward Pakistan (Private) Ltd.

City: Karachi | **Country:** Pakistan

[18/07/2012 – 31/07/2013] **Computer Operator**

- Responsible for the maintenance and monitoring of computer systems and equipment.
- Identified and resolved system errors.
- Performed data backup procedures, and managed processing logs.
- Collaborated closely with Programmers and Systems Analysts to coordinate testing environments and troubleshoot system issues.
- Provided day-to-day technical support to end users.
- Responsible for submitting batch processing jobs, running application performance scans, and supporting business continuity exercises.

IDL Marketing

Address: Shaheed-e-Millat Road,, Karachi, Pakistan

[07/08/2008 – 09/12/2010] **Comupter Operator**

- Managed and maintain computer systems, networks, and software.
- Monitored system performance and resolve any issues that arise.
- Provided technical support to staff members.
- Performed routine maintenance on the computer systems.
- Responded to staff members' queries and troubleshoot technical issues.
- Installed and configured hardware and software.
- Provided training for staff and created documentation.

Indus Motor Company Ltd.

Address: Port Qasim, Karachi, Pakistan

[01/02/2005 – 14/02/2006] **Apprentice Team Member**

- Provided prompt assistance to resolve software and hardware issues, specifically managing Windows environments and maintaining telephone line connectivity.
- Managed and maintained computer peripherals, including printers, monitors, and storage devices, ensuring all departments remained fully equipped and operational.
- Conducted regular checks on hardware components such as Hard Disks and optical drives to minimize downtime.
- Remained consistently available to address urgent technical requests and provide on-call support across various departments.
- Handled the installation and configuration of essential software and operating systems (Windows XP) to meet departmental needs.

EDUCATION AND TRAINING

[19/09/2022 – 28/11/2023] **MSc. in Project Management**

University of South Wales | <https://www.southwales.ac.uk/>

City: Treforest, Pontypridd | **Country:** United Kingdom | **Field(s) of study:** Business, administration and law: • *Management and administration* | **Level in EQF:** EQF level 7

[24/01/2014 – 17/08/2017] **Master of Business Administration**

Iqra University | <https://iqra.edu.pk/>

Address: Main Campus, Karachi, Pakistan | **Field(s) of study:** Business, administration and law: • *Management and administration* | **Level in EQF:** EQF level 7

[03/05/2009 – 24/06/2012] **Bachelor of Commerce**

University of Karachi | <https://www.uok.edu.pk/>

City: Karachi | **Country:** Pakistan | **Field(s) of study:** Accounting and Finance | **Level in EQF:** EQF level 6

[01/02/2006 – 30/07/2008] **Higher Secondary Certificate**

Board of Intermediate Education Karachi <https://www.biek.edu.pk/>

City: Karachi | **Country:** Pakistan | **Field(s) of study:** Accounting and Finance | **Level in EQF:** EQF level 3

[01/04/2002 – 31/07/2004]

Secondary School Certificate

Board Of Secondary Education Karachi <https://www.bsek.edu.pk/>

City: Karachi | **Country:** Pakistan | **Field(s) of study:** Science | **Level in EQF:** EQF level 2

HONOURS AND AWARDS

[01/07/2026]

General Performance Recognition Award Awarding institution: MadalyTech

- Recognized for sustained leadership in project management, successful coordination of cross-functional teams, and consistent delivery of client projects. Write here the description...

[01/07/2026]

Certificate of Appreciation – API Integration & Backend Connectivity Project Awarding institution: MadalyTech

- Awarded for leadership and technical contributions to the successful implementation of the API Integration and Backend Connectivity Project for AGP Pharma.

[10/04/2026]

Certificate of Appreciation – Customer Solutions Projects Awarding institution: MadalyTech

- Recognized for successfully leading Customer Solutions projects for Wefixbiz, ensuring effective project coordination and timely delivery.

[13/07/2026]

Letter of Recognition – Voluntary Recruitment & Talent Acquisition Awarding institution: Re Create Technologies

- Recognized for voluntarily conducting structured interviews and providing recruitment recommendations that contributed to the successful hiring of five employees during the establishment of the company's new office.

CERTIFICATIONS

[Dhruv Rathee Academy, 31/05/2026]

Certificate of Participation (AI Masterclass)

Mode of learning: Online

[High Speed Training, 12/10/2025]

Level 2 Food Hygiene and Safety for Catering

Mode of learning: Online

[Tesco Security Academy, 11/03/2025]

Total Security Services Accrediation

Write here the description...

Mode of learning: Presential

[Prozone Training Ltd., 03/10/2024]

Level 3 Emergency First Aid at Work

Mode of learning: Presential

[Security Depots Training Centre, 27/03/2023]

Highfield Level 2 Award for Door Supervisors

Mode of learning: Presential

[The Presidential Initiative for Artificial Intelligence & Computing, 30/01/2023]

Certified Artificial Intelligence Developer

Mode of learning: Online

NETWORKS AND MEMBERSHIPS

[18/07/2026 – Current]

Associate Member - Association for Project Management (APM) United Kingdom

Membership level: Associate Member - **P0689910**

SKILLS

Artificial Intelligence | Time Management | Decision-making | Social Media | Word, Excel, Power Point | Self-management | Critical Thinking | Communication | Presentation | Active Listener | Problem-solving

HOBBIES AND INTERESTS

Cricket

Active member of a local tennis-ball cricket team, playing as a batsman and wicketkeeper.

Photography

Photography, with a focus on capturing scenic landscapes, greenery, and cloud formations.

Puzzle-solving

Enjoy solving puzzles to enhance logical thinking, problem-solving, and attention to detail.

Reading

Enjoy reading books and articles on project management, leadership, personal development, and business to expand knowledge and professional skills.

RESEARCH WORK - DISSERTATION - UNIVERSITY OF SOUTH WALES

[01/06/2023 – 09/09/2023]

Challenges faced by Project Managers when managing Virtual Teams during COVID-19

- Examined the challenges project managers encountered while managing virtual teams during COVID-19.
- Assessed communication, leadership, collaboration, and productivity issues in remote project environments.
- Proposed practical recommendations to enhance virtual team performance and project success.