

# M. ABU BAKAR SADDIQUE

AUTOMATE YOUR BUSINESS



## CONTACT

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resume.pakbin.com

## SKILLS

- AI Automations (n8n workflows)
- WordPress Development & Management
- Shopify Store Development
- Ecommerce websites Dev & Automate with AI
- AppSheet Development
- Looker Studio Dashboards
- Video Editing (Intermediate)
- Basic Motion Graphics
- Advance MS Office with VBA
- Excel Automation & Reporting (Formulas, Pivot Tables)
- Prompt Engineering for AI Tools
- English & Urdu Typing
- Basic Python Programming
- Networking with PACS/DICOM

## LANGUAGES

- English
- Urdu
- Punjabi



## PROFILE

Results-driven IT professional skilled in Advanced MS Office, Python, WordPress, WooCommerce, Shopify, and AI-based automation tools. Experienced in digital automation, website management, and creating AI voice agents, with a focus on efficient and high-quality solutions.

## WORK EXPERIENCE



### BioTech Services

2015 - PRESENT

Marketing Manager & Specialist

#### • Administration

2022-Present

##### • Service Department Administration

Manage the service department, implementing a complete workflow system using AppSheet for live job assignments and real-time tracking.

Develop and maintain live dashboards in Looker Studio, visualizing service metrics through charts, tables, and maps for instant reporting. Oversee letter management, complaint tracking, and complete record-keeping to ensure smooth departmental operations.

##### • IT Department Head

Manage all IT-related operations, infrastructure, equipment networking and technology solutions across the organization.

##### • Sales Support & Reporting

Prepare and analyze sales reports, providing actionable insights to support business decision-making.

#### • Field Service Engineer

2015-2022

Performed field service operations, installation, maintenance, and troubleshooting of medical equipment.

### Children Hospital, Lahore

JULY - OCT 2015

#### • Internship

Completed a 3-month internship, gaining hands-on experience in medical equipment handling, patient support, and hospital operations.



## EDUCATION

### Undergraduation

Present

Virtual University of Pakistan, Lahore (Computer Science)

### Diploma of Associate Engineering (DAE)

2012-2015

Govt College of Technology, Raiwing Road, Lahore (Bio-Medical)

### Matriculation

2012

Govt English Medium High School, Miana Gondal (Comp. Science)