

NAIMA SADIQ

PERSONAL DETAILS

🏠 Al Qusais 2, Dubai

☎ 056 173 5818

✉ Naimasadiq205@gmail.com

🌐 British / Pakistani

EDUCATION

2023-2025

Bachelors Degree in IT

(Double major in Cyber Security & forensics and Business Information Systems) /
Murdoch University, Dubai

2022-2023

Diploma in IT / Murdoch University, Dubai

2021-2022

AS LEVEL / The Westminster School, Dubai

2019-2021

IGCSES / Al Sadiq Islamic English School, Dubai

KEY SKILLS

- Problem solving
- Analytical thinking
- Communication (verbal & written)
- Time-management
- Leadership and teamwork
- Project Planning and Organization
- Attention to detail
- Creativity & Innovation
- Digital literacy

SUMMARY STATEMENT

Recent IT graduate with a strong foundation in technical problem-solving and analytical thinking, supported by excellent communication and teamwork skills. While my primary focus is on contributing to technology-driven roles, my adaptability and experience across varied projects enable me to perform effectively in administrative, educational, and customer-oriented environments when required. I bring professionalism, reliability, and a commitment to continuous learning to any role I undertake whether technical or community-oriented.

EXPERIENCE & ACHIEVEMENTS

Content Creator: Personal Baking Account (2020 – Present)

- Posting creative content regularly to engage an online audience.
- Improved skills in photography, videography and social media communication.

Small Business Owner (2023-2025)

- Prepared and sold baked goods for friends, family, and local customers.
- Gained customer service experience by managing orders, deadlines, and feedback.

University Group Project Leader (2022 – 2025)

- led 6 group projects at Murdoch University, coordinating tasks and motivating team members.
- Developed strong collaboration, time management, and organizational skills.

Online Courses: Coursera (2024-2025)

- *Maximizing Success: Mastering the Art of Goal Setting*
- *Finding Your Professional Voice: Confidence & Impact*
- *What is the Metaverse?*

Nur-ul-Ilm Institute: Sharia Course (2023-2024)

- foundational course in Islamic studies, demonstrating commitment to continuous learning in various fields.

Art Club Leader: The Westminster School (2021 – 2022)

- Led and participated in collaborative art projects creating murals for the school.
- Enhanced creativity, leadership and teamwork.

Microsoft Office Skills Workshop (2021 – 2022)

- Completed an extracurricular workshop in Excel, Word, and PowerPoint, strengthening digital literacy.