**MUHAMMAD TANWEER**

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Mohallah Umar Bin Khattab Ward No.15

Nawan Shar Shorkot City, Tehsil Shorkot Distic Jhang.

## CARRER OBJECTIVE

Experienced who enjoys challenges seeking opportunity to learn and enable use of strong organizational skills, educational background, and ability to work well with others.

*SKILLS*

* *Very energetic, result oriented and organized.*
* *Efficient and well behaved persons.*
* *Extremely hardworking, self-motivated and able to work independently in team environment under supervision.*
* *Keep excellent inter personal relations with colleagues and ready to help them.*
* *Critical thinking and problem solving.*
* *Teamwork and collaboration.*
* *Professionalism and strong work ethic.*
* *Oral and written communications skills.*
* *Leadership Skills*
* *Management Skills.*

*COMPUTER DIPLOMA*

***Diploma in IT Office 2003 100% from Soft Net College of Commerce Faisalabad*.**

*TRAININGS and CERTIFICATES*

* *Repair And Maintenance of Electrical Appliances 7 days PVTC Lahore*
* *Solar Power System 5 days PVTC Lahore*
* *New Dimensions of TVET with Innovation and Technopreneurship. CPSC*
* *DC Motors 5hrs Lab Tech*
* *Square Cage Induction Motor 1 and 3 phase 5hrs Lab Tech*
* *Freelancer 3Month DigiSkills.pk*
* *E-Commerce Management 3Month DigiSkills.pk*
* *Graphic Designing 3Month DigiSkills.pk*
* *Word Press 3Month DigiSkills.pk*
* *AutoCAD 3Month DigiSkills.pk*
* *Digital Marketing 3Month DigiSkills.pk*
* *Creative Writing 3Month DigiSkills.pk*
* *Search Engine Optimization [SEO] 3Month DigiSkills.pk*

*AWARDS*

* ***Accreditation Assessor/ Expert by NAVTTC Islamabad.***
* ***In recognition of National Youth Social Enterprise Challenge Competition Award***

***2013. British Council***

* *Cricket Jhang Poli Technique institute Jhang*

*INTEREST*

*Book reading. Internet use. Technical work. Microsoft Word.*

*EDUCATIONAL & PROFESSIONAL QUALIFICATION*

*M.Sc (Human Resource Management) 2021 2.78/4 69% VU of Pakistan*

*M.Ed Education*: *2015 646/900 72% AIOU Islamabad*

*B.Ed Education*: *2012 794/1200 66% AIOU Islamabad*

*BA General*: *2011 594/900 66% AIOU Islamabad*

*DAE Electrical*: *2007 2502/3550 71% PBTE Lahore*

*Matric Science*: *2003 523/850 61% Faisalabad Board*

*PERSONAL INFORMATION*

*Father Name*  : *Muhammad Ramzan*

*CNIC:*  : *33203-3294148-5*

*Date of Birth* : *15-03-1988*

*Nationality* : *Pakistani*

*Religion* : *Islam*

*Passport No* : *DJ7791482*

*Domicile* :  *Jhang Punjab*

*Matrial State*  : *Married*

*JOB EXPERIENCE*

* ***Working as Lab Assistant Electrical Trade in Vocational Training Institute (PVTC) Shorkot City with effect from 13 Jan 2011 to Date.***
* ***Working as Lab Assistant Electrical Trade in Vocational Training Institute (PVTC) Shorkot City with effect from 13 July 2010 to 10 January 2011.***
* ***Work as Instructor Electrical in Jinnah Poli Technic Institute Shorkot City with Effect from 02 May 2008 to 05 July 2010.***
* ***Worked as Assistant CRO (Power House) Orient Energy Services in Shamas Textile Pvt. Ltd. Faisalabad, with effect from 01-09-2007 to 30-03-2008.***
* ***Part Time Working as Electrical Shop Manager at Adeel Electric Store and Service Shorkot City with effect from January 2011 to December 2021.***

***GENERAL RESPONSIBILITIES***

* ***Class Control, Maintain discipline and make daily attendance of trainees.***
* ***Planning, preparation of instruction and lab design/layout.***
* ***Preparation and distribution of training material and handouts.***
* ***Delivered lesson according to Daily Lesson Plan provided by PVTC.***
* ***Conduct of Internal exams and maintain the proper record.***
* ***Preparation of trainee files and their updation.***
* ***Provide suggestion for curriculum development to Curriculum department Lahore.***
* ***Adopt the correct measures to minimize drop out ratio of on roll Trainees.***
* ***Counseling of trainees for self-employment after completing the course.***
* ***Coordinate with APO for placement of pass outs.***

***TRADE TRAINING RESPONSIBILITIE***

* ***Repair and Maintenance of a wide range of Electrical Appliances.***
* ***Use of Tool and Test Equipment required for repair and maintenance of***

***electrical appliances.***

* ***Single and three phase motor winding.***
* ***Connections of motor & switches.***
* ***Cable selection & installation.***
* ***House wiring with different kind of circuits.***
* ***Installation & checking of earthing.***
* ***Installation of volt, ampere, energy & watt meters and distribution boards.***
* ***Checking and Installation of transistors, rectifiers etc.***
* ***Checking the earthling of appliances.***
* ***Installation and checking of protective devices.***
* ***Use of step up/down transformers.***
* ***Mathematical and technical calculations.***
* ***Use of electrical measuring instruments.***
* ***International system of units and wiring standards.***
* ***First aid treatment of electric shock.***
* ***Safety rules and precautions.***

***Reference***

***Will be furnished if required*.**