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Additional Skills

- Instrumentation measurements
- Ability to repair systems
- Circuit design understanding
- Wiring schematics
- Cost estimation
- Electrical engineering
- Technical support
- Microsoft PowerPoint
- Budgeting
- Time management
- Power systems
- Mechanical engineering
- Staff management
- Project management
- Technical knowledge
- Event planning
- Public relations
- Team player
- Efficient under pressure
- Organized
- Budget development and management
- PowerPoint presentations
- Client service
- Data entry
- Staff education and training
- Positive and friendly
- Customer expectations management
- Computer literate
- Skilled problem solver
- Planning and organization
- Team building expertise

Professional Summary

Diligent Electrical Maintenance Engineer with talents in ensuring all wiring conforms to safety standards and all equipment is in great working order and maintained. Over 09 years of experience in the electrical maintenance engineering field. Excellent understanding of circuit designs and programming languages.

Education

Sept/2007 to Sept/2011

Preston Institute of Management Science and Technology, Karachi
BACHELOR IN BE-Electrical Engineering

- Professional development completed in 2011.
- Graduated in Top 90% of University.
- Graduated with 3.7 GPA.
- Electrical & Telecom Major subjects.

2005 to 2007

Khyber College of Commerce and Technology, Peshawar

INTERMEDIATE IN PRE-ENGINEERING (F.S.C)

2004

Alkhidmat Foundation Peshawar

Short Diploma

Computer Installation And Repair Technology

Work Experience

June/2016 to Current

Pakistan National Council of The Arts Islamabad

Electrical Maintenance Engineer

- Maintained and fixed lighting and fixtures.
- Ensured all equipment was in great working order.
- Assisted in forecasting requirements, including creating budgets and scheduling expenses.
- Performed energy audits and recommended alternative sources of energy for PNCA.
- Scheduled and undertook periodic maintenance on all electrical installations, components, and equipment.
- Troubleshoot electrical equipment problems such as electro-valves and sensors.
- Prepared technical documentation for operation, troubleshooting and maintenance of industrial systems for PLC and Human Machine Interface.
- Demonstrated role of neural networks in self-healing power distribution grids through thesis research.
- Applied principles of electrical theory to advance and improve product development and efficiency.
- Managed engineering changes using SAP systems.
- Designed and approved power distribution requirements for construction of high tech manufacturing facilities.
- Monitored manufacture of electrical devices and operations to ensure compliance with safety protocols.

- Monitored installation and operations to consistently meet rigorous customer requirements.
- Initiated project management knowledge study and subsequently standardized project management practices.
- Coordinated with vendors to identify and procure appropriate equipment necessary for project completion.
- Mentored junior engineers and new hires to better improve competency and efficiency of all staff.

June/2015 to Nov/2018

Instrumentation & Management Systems Islamabad

- Held Pre-determined schedules and worked with subcontractors to cut costs and complete projects on time and under-budget.
- Adjusted project plans to account for dynamic targets, staffing changes and operational specifications.
Closely collaborated with project members to identify and quickly address problems.
- Created and maintained schedule to protect company from dead-deal expense while meeting contractual obligations.
- Performed detailed assessments of risks to determine constraints and develop mitigation strategies.
- Maintained tactical control of project budgets and timelines to keep
 - PowerPoint presentations
 - Client service
 - Data entry
 - Staff education and training
 - Positive and friendly
 - Customer expectations management
 - Computer literate
 - Skilled problem solver
 - Planning and organization
- Team building expertise teams on-task and achieve schedule targets.
- Educated key personnel in appropriate production methods to achieve expectations and meet quality control standards.
- Made information about projects, corporate strategies and upcoming projects available to stakeholders on quarterly newsletter.
- Managed staff scheduling for over [Number] jobs and coordinated all construction planning and material planning.
- Took active role in company growth by consistently providing quality customer service to promote growth and retention.
- Improved cost control through effective allocation of subcontractors and site resources.
- Directed and monitored completion and evaluation of wells, well testing or well surveys.
- Set up and managed project accounting systems.
- Reduced corporate expenses by driving cost-effective vendor and supplier purchases.
- Organized and directed operations, including inventory oversight and ordering, workflow management and supervision of production.
- Managed construction project coordination, including material resources and staff scheduling to ensure timely project completion.

- Monitored project costs, developed job cost forecasts, managed cash flow and approved invoices for payment.
- Maintained quality and safety by reporting equipment issues and malfunctions for repairs.
- Delivered completed projects on time by prioritizing multiple tasks.
- Kept project on schedule and within budget while serving as project leader.
- Supervised team members engaged in administering complex IT infrastructure.

Electro Systems Islamabad

Sept/2012 to Sept/2016

Electrical Maintenance Engineer

- Assessed operating conditions and adjusted settings to maximize performance and equipment longevity.
- Finalized work on building systems by completing basic carpentry and other finish work.
- Organized and directed maintenance shutdowns and startups.
- Dismantled defective machines and equipment and installed new or repaired parts.
- Completed partial or full dismantling of equipment to quickly repair or replace defective components and restore functionality.
- Performed general building upkeep on daily basis including painting, drywall repair, and normal machine maintenance.
- Worked frequently with Electrical and HVAC systems to complete knowledgeable inspections and skilled repairs.
- Developed work scope for contracted projects, analyzing received quotes and recommending preferred vendors.
- Managed daily activities of maintenance staff.
- Mentored junior engineers and new hires to better improve competency and efficiency of all staff.
- Independently prepared and modified drawings, specs, calculations and graphs.
- Monitored installation and operations to consistently meet rigorous customer requirements.
- Managed engineering changes using SAP systems.
- Continually improved methods and procedures for processes, measurement, documenting and work flow techniques.

Jan/2011 to Jan/2012

Alnadaha Trading.Tr. LLC, Sharjah UAE

COMPUTER ENGINEER & SUPERVISOR

- Outlined design requirements, BOMs, functional specifications and reports to document development processes.
- Drove implementation of quality requirements for new product designs to ensure adherence to customer specifications and production requirements.
- Provided new product training to all partners, stakeholders and support team so that personnel was well-educated on operational requirements.
- Consulted with network engineering staff to evaluate hardware and software requirements for new system development.
- Managed quality assurance program including on site evaluations, internal audits and customer surveys.

Languages

English

Urdu

Pushtu

Punjabi