

Personal Profile:

My personal strengths include determination, commitment and I consider myself a confident individual with the attributes required to exceed the expectations of the role, both in terms of fulfilling its requirements and bringing a positive work attitude. I am honest, trustworthy and have been told that I am conscientious as I show commitment to the task assigned to me. I am an enthusiastic, self-motivated individual who always strives to perform for desired outcomes in whatever is undertaken. I am friendly, humble and proficient in building effective professional connections with different people. My organizational skills, and proactive approach to providing technical support to the Management, underscore my dedication to the role. As my field desires, I Possess the ability to generate innovative ideas and solutions to problems.

Key Skills and Qualities

- I have many qualities such as being a conscientious, committed and highly motivated person who is reliable, responsible and persistent. I consistently meet all my deadlines.
- Capable of adapting to different working environments and performing well in challenging situations while maintaining composure and focus.
- Possessing quality communication and interpersonal skills
- Flexible individual while performing as a team member, who meets the deadlines consistently
- I am a friendly, family oriented individual.

Education and Qualifications

Peshawar Model School Boys III (2008 – 2010)
(Situating in Ring Road, Peshawar Khyber Pakhtunkhwa Pakistan)

- Secondary School Certification
- Science Group-Grade A

Peshawar Model Degree College for Boys I (2010 – 2012)
(Situating in Dalazak Road Pakha Ghulam, Peshawar Khyber Pakhtunkhwa Pakistan)

- Higher Secondary School Certification
- Pre-Engineering Group-Grade A

HITEC University Taxila (2012 – 2016)

- Bachelor of Science in Electrical Engineering
- Obtained CGPA 2.62 out of 4.00
- FYP Project-Grade A

Employment History

Company Name: Khan Sherin & Sons
Address: Tappi Karak P/O Karak Tehsil & District Karak Khyber Pakhtunkhwa
Job Title: Supervisor
February 2017 –July 2019

- Designing, Testing and Commissioning of Solar System
- Designing of Need Based Solar System

- Preparing BOQ for the proposed Solar System Design
- Monitoring the Project Timeline and Human Resource
- Calibration of Solar Inverters
- Performing Site Visits
- Evaluation and Assessment of Program Delivery
- Formation and Composing Data from conducted activities for Performance Reports
- Monitoring program performance against targets
- Reporting of Site Activities
- Troubleshooting
- Tools & Equipment Testing

Company Name: Small & Medium Enterprises Development Authority-SMEDA

Address: SMEDA KP, Ground Floor, State Life Building, The Mall Saddar Cantt. Peshawar KPK

Job Title: Management Trainee

October 2019 – July 2023

Monitoring and Evaluation:

- Monitoring the NBDP Annual Activities for KPK Region
- Evaluation and Assessment of Conducted Training/Helpdesk Activities
- Monitoring & Evaluation of NBDP Annual Activities in KPK
- Formation and Composing Data from conducted activities
- Designing M&E frameworks to establish KPIs and evaluation methods
- Monitoring program performance against targets
- Composing of Events, Monthly, and Quarterly Reports
- Integrating qualitative and quantitative data for a comprehensive understanding
- Initiating & Closing activities in Training Management System
- Engaging stakeholders for feedback and input
- Using evaluation findings for continuous program improvement
- Conducting data collection through surveys, interviews, and observations
- Analyzing data using tools like Excel
- Energy Assessment Survey

Technical Support and IT:

- Installing and configuring computer hardware, software, networks, printers, and scanners
- Monitoring and maintaining computer systems and networks
- Responding promptly to service issues and requests
- Repairing and replacing equipment as necessary
- Providing technical support across the company
- Formation of Cluster Studies & Value Chain Studies

Coordination and Event Management:

- Coordination with chambers, associations, and trade bodies for scheduling activities
- Providing support in organizing training and helpdesks in different cities in KPK
- Walk-Ins Data Entry
- Coordination in event management
- Issuance of invitation letters to participants for training/helpdesks/seminars

The above responsibilities have been performed in Different Projects of SMEDA

Company Name: MEP Solutions, Lahore
Address: 104 J-Block Johar Town, Lahore
Job Title: Jr. Electrical Engineering-ELV
October 2023 – till date

- Installing and commissioning of CCTV System, Access Control System and Physical Security System
- Configuration of CCTV System
- Preparing BOQs for ELV systems and coming's.
- Budgeting against the Inquiries

References available on request.