



## Rizwan Aslam

**Home address:**

H – No. 140 Street #3 Madina colony, Mao mubarik road Rahim yar khan Punjab, Pakistan.

Cell Phone : +92-333-5645678

: +92-305-7090079

E-mail : [engrrizwanaslam@gmail.com](mailto:engrrizwanaslam@gmail.com)

: [engrrizwanaslam@outlook.com](mailto:engrrizwanaslam@outlook.com)

**Objective**

To continue the creative & research work and pursue a challenging position in a reputable organization, which can provide a significant professional growth and to acquire a demanding and gratifying position in dynamic organization where I can render my services for the benefit of the organization as well as enhance my professional expertise.

**Education & Skills**

- **BS.CS** from Virtual University.
- **D.A.E** (Mechanical) from RCT Rahim yar khan, Punjab, Pakistan.
- **Matriculation** with Science from Govt Comprehensive School Rahim yar khan.

**Skills & Courses**

- One year short course of Computer Science.
- Network Essential Course from CISCO by Virtual University.
- ITN (Intro to Network) from CISCO.
- 3 Month short course of Graphic Designer from Digiskills Pakistan.
- 3 Month short course of Computer Literacy from Digiskills Pakistan.
- Very good command on MS – Office (Word, Excel, PowerPoint, Email, net)
- Web development (Wordpress).

**Personal Data**

- FATHER NAME MUHAMMAD ASLAM
- RELIGION MUSLIM
- NATIONALITY PAKISTANI
- MARITAL STATUS SINGLE
- DATE OF BIRTH 12<sup>ND</sup> JANUARY 1996
- IDENTITY CARD NO. 31303-8001642-5
- PASSPORT No. WF-1816421
- LANGUAGES ENGLISH, URDU, PUNJABI (written and spoken)

**TOTAL EXPERIENCE SIX YEARS****From September 2020 Project based Experience (Continue).****ADMIN / HR COORDINATOR****MAKKAH ENGINEERING SERVICES****Responsibilities**

- Daily/Weekly Budget.
- Responsible for Petty Cash.
- Responsible for Administrative Tasks.
- Responsible for Office Maintenance & Stationaries etc.
- Daily Attendance Report.
- Compiling Salary Sheets of Workers n Staff.
- Hiring of new Employees and Workers.
- Generating & Maintaining Employee's record.
- Control of Outward and Inward Inventory from multiple Sites.
- Raising Demand of Tools & Material cooperating with Site Supervisors.
- Receiving of Tools & other incoming Raw Materials.

► From August 2019 up to September 2020 (One Year + ).

**DOCUMENT COMPOSER/COMPUTER OPERATOR**



District & Session Court

**DISTRICT & SESSION COURT**

**(RAHIM YAR KHAN)**

**Responsible for following activities**

- Composing of New Documents.
- Updating case details by daily routine.
- Record-Keeping.
- Assisting Advocate.
- Scanning Printing Emails handling etc.
- Answering Phone calls.
- Meeting arrangements.

► From February 2019 up to August 2019 (7 months)

**EXPERIENCE AS COMPUTER OPERATOR**

**A PRIVATE FIRM. (RAHIM YAR KHAN, Pakistan)**

► From December 2018 up to February 2019, (Three Months)

**EXPERIENCE AS MECHANICAL TECHNICIAN**

**DOSAAN BABCOCK. (RUWAIS, U.A.E)**

- A turn around with Dosaan babcock by Mansol Manpower Solution.

► From June 2018 to November 2018, (Six Month)

**EXPERIENCE AS MECHANICAL TECHNICIAN**



**MAKKAH ENGINEERING SERVICES**

► From September 2017 to May 2018 (Nine Months)

**EXPERIENCE AS ASSISTANT OFFICE PLANNING**



**PAK ARAB ENGINEERING PVT**

**(KARACHI)**

**Responsible for following activities**

- Assisting Planning Engineer.
- Maintaining record of files and drawings of project.
- Preparing daily progress.
- Preparing daily attendance of staff & workers.
- Responsible for joining & clearing forms of workers.
- Responsible for administrative tasks with Admin manager.
- Daily budget and petty cash handling.