



# Muhammad Farhad Saeed

## OBJECTIVE

Seeking a career that is challenging and interesting, and lets me work on the leading areas of technology, a job that gives me opportunities to learn, innovate and enhance my skills and strengths in conjunction with company goals and objectives



### ADDRESS

House no 241 Street  
no 06 Farooq-e-azam  
Colony  
Attock Punjab 43260  
Pakistan



### PHONE

0310-0981314  
03449711023



### EMAIL

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## EXPERIENCE

Aug-2018– Present

**Sales and marketing Manager • Roofline Pvt Ltd • Peshawar, KPK**

- Promoting the company's existing brands and introducing new products to the market.
- Researching and developing marketing opportunities and plans, understanding consumer requirements, identifying market trends, and suggesting system improvements to achieve the company's marketing goals.
- Maintaining relationships with important clients by making regular visits, understanding their needs, and anticipating new marketing opportunities.
- Conducting periodic site visits to monitor at site all quality related activities as to observe and inspect the quality of work as required to monitor work progress, schedule, general compliance with the regulations and construction requirements.

June 2015– July 2017

**Civil Manager • Pakistan atomic Energy Commission • Peshawar KPK**

- managing parts of construction projects
- overseeing building work
- undertaking surveys
- setting out sites
- checking technical designs and drawings to ensure that they are followed correctly
- supervising contracted staff
- ensuring project packages meet agreed specifications, budgets and/or timescales
- liaising with clients, subcontractors and other professional staff, especially quantity surveyors and the overall project manager
- providing technical advice and solving problems on site
- preparing site reports and filling in other paperwork
- liaising with quantity surveyors about the ordering and the pricing of materials
- Ensuring that health and safety and sustainability policies and legislation are adhered to.

## EDUCATION

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**Sarhad university of science and information technology  
Peshawar,**

B-TECH CIVIL, Having CGPA of 3.0 Graduated in Dec 2019

**Govt College of Technology Kohat Road Peshawar**

DAE CIVIL, Having 74.39% Marks Graduated in June-2015

**Shaheed Mubeen - Govt High School No1 Peshawar, Khyber  
Pakhtunkhwa**

SSC(Science) , Having 60.34 % of Marks Graduated in April-2012

## COMMUNATION

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- Excellent written and verbal communication skills
- Confident, articulate, and professional speaking abilities (and experience)
- Empathic listener and persuasive speaker
- Possess entrepreneurial spirit
- Competitive attitude
- Easily understand and solve technical problems
- Strong problem-solving and analytical skills
- Speaking in public, to groups, or via electronic media

## KEYSKILLS

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- Proficient in AutoCAD.
- Excellent Command over Microsoft Office (Word, Excel, Power Point), Adobe
- Internet browsing and research tools i.e. Internet Explorer, Mozilla Firefox, Google, yahoo, etc.
- Familiarity with general computer hardware setup, networking and trouble shooting.
- Installation of software's, windows, partitioning, formatting, familiarity with windows versions.
- Good knowledge and understanding of Site safety protocols, construction codes and material specifications

## REFERENCES

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Ijaz Khan

DCE WASO 03035552061

Sub office WASO IRNUM hospital

University Road Peshawar.

Mr, Salman Khalid

Director Sales manager

Roofline Pvt Ltd

0300-8551905

Plot no 09 flat no 07 Al- Jannat Plaza G-8 Markaz,

Islamabad Pakistan.

Other Will Provide as per Demand