



Muhammad Awais

Date of birth: 14/11/1994

Nationality: Pakistani

Gender: Male

CONTACT

 Makkha City Near Malir Court,
Malir
75050 Karachi, Pakistan (**Home**)

 muhammadawais141194@gmail.com

 (+92) 3215001421

 [https://us04web.zoom.us/j/2268808749?](https://us04web.zoom.us/j/2268808749?pwd=NHIMdW1uM2RYNEM5V0pudEU5bU1oZz09)
[pwd=NHIMdW1uM2RYNEM5V0pud](https://us04web.zoom.us/j/2268808749?pwd=NHIMdW1uM2RYNEM5V0pudEU5bU1oZz09)
[EU5bU1oZz09](https://us04web.zoom.us/j/2268808749?pwd=NHIMdW1uM2RYNEM5V0pudEU5bU1oZz09) (**Zoom**)

ABOUT ME

With precise administrative assistance, I've streamlined operations and facilitated seamless communication within multidisciplinary teams. Meticulous attention to detail ensures efficient management of project documentation and coordination of schedules, allowing the engineering team to focus on delivering high-quality solutions.

WORK EXPERIENCE

28/06/2017 – CURRENT Karachi, Pakistan

Administrative assistant Mechanical Engineering

In my role within the mechanical engineering field, I've adeptly managed various administrative tasks essential to project success and team cohesion. Whether it's meticulously organizing project documentation, coordinating schedules, or facilitating communication between multidisciplinary teams, I ensure seamless operations and efficient workflows. My commitment to detail and organization, coupled with strong interpersonal skills, allows me to navigate complex projects with ease, fostering an environment conducive to productivity and innovation. Through my administrative prowess, I contribute to the smooth functioning of projects, enabling the engineering team to focus their expertise on delivering high-quality solutions. Document Preparation, Administrative Support, Email Management, Inventory Management, Record Keeping, Communication, Problem Solving, Office Maintenance, Adherence to Policies:

27/02/2015 – CURRENT Karachi, Pakistan

Machine Operator Supervisor Mechanical Engineering

Within the realm of machinist work and supervision, I've honed a multifaceted skill set that encompasses both technical expertise and leadership capabilities. As a machinist, I've proficiently operated various machining tools and equipment, consistently delivering precision components to exact specifications. Moreover, my experience extends to overseeing and optimizing workflow processes, ensuring maximum efficiency and productivity on the shop floor. In a supervisory capacity, I've effectively led teams of machinists, providing guidance, training, and motivation to achieve project goals and deadlines. By implementing strategic scheduling and resource allocation strategies, I've optimized production output while maintaining stringent quality standards. Additionally, my aptitude for problem-solving and decision-making has enabled me to resolve issues swiftly, fostering a collaborative and results-driven work environment. Through my combined expertise in machinist work and supervision, I bring a comprehensive understanding of both technical intricacies and managerial responsibilities to any organization, driving operational excellence and fostering a culture of continuous improvement.

EDUCATION AND TRAINING

19/07/2023 – CURRENT Karachi, Pakistan

Associate Degree Program (Graduation) Virtual University of Pakistan

Website <https://www.vu.edu.pk/> | **Field of study** Computer Science

30/11/2016 – 31/12/2018 Karachi, Pakistan

Diploma of Associate Engineer (DAE) Hassani College Of Technology

Address Federal B Area Block 18 Gulberg Town, 75950, Karachi, Pakistan | **Website** <https://www.hasanicollege.com/> | **Field of study** Mechanical Engineering

LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu

Other language(s):

English

Listening B1

Reading B1

Writing B1

Spoken production B1

Spoken interaction B1

German

Listening A2

Spoken production A2

Reading A2

Spoken interaction A2

Writing A2

Panjabi; Punjabi

Listening B2

Spoken production B2

Reading B2

Spoken interaction B2

Writing B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Communication and soft skills | Digiskill freelancing | Digital Skills: Digital Marketing | Graphic Designing | E-commerce Management | SEO | Virtual Assistant

SOFTWARE'S

Microsoft Office | Microsoft Word | Microsoft Powerpoint | Adobe In Design and Photoshop | Microsoft Excel | catiav5 | Adobe Illustrator | Autocade | CoralDraw

DRIVING LICENCE

- **Driving Licence:** A
 - **Driving Licence:** B1
 - **Driving Licence:** B
-

In summary, my background in machinist work and supervision encapsulates a blend of technical proficiency, leadership acumen, and a commitment to excellence. With a proven track record of delivering high-quality results while effectively managing teams and resources, I am poised to make a significant contribution to any organization. I am enthusiastic about the opportunity to leverage my skills and experience to drive success and innovation in the mechanical engineering field.



Muhammad Awais