

PERSONAL INFORMATION



KASHIF NAEEM

Visa status: Employment visa 2 years

Al Quoz, Dubai, U.A.E

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IM services: WhatsApp - imo - linkedin

Gender Male | **Date of birth** 31/07/1990 | **Nationality** Pakistani

SUMMARY:

Experienced Electrical Engineer with many years of field work experience, proven track record of success in projects, tasks and providing excellent service. For my future job I think Passion is a great thing and I believe it is one the things that I have been able to identify the best ways of being within a career.

WORK EXPERIENCE

2.4 Years

[30-01-2022 to 15-06-2024]

Data Entry Operator**Quaid College of Technology (QCT), Burewala, Pakistan**

- Activities and responsibilities
 - Prepare, compile, and sort documents for data entry.
 - Verify and log the data input by ensuring its accuracy and completeness.
 - Transfer information from paper to digital formats using a range of transcription tools.
 - Perform high-volume data entry using word processing, spreadsheets, databases, and other computer software.
 - Verify data integrity by cross-referencing original source documents and correcting discrepancies.
 - Manage and organize digital and physical filing systems, ensuring the protection and confidentiality of sensitive customer information.
 - Perform regular data backups to prevent data loss.
 - Respond efficiently to retrieving data from the databases or electronic filing systems.
 - Maintain a satisfactory level of quality and productivity per department standards.
 - Complete additional assigned tasks as required.

6 Years

[01-01-2016 to 15-01-2022]

Electrical Technician**Lahore Electric Supply Company (LESCO), Lahore, Pakistan**

- Activities and responsibilities
 - Assembling, evaluating, testing, and maintaining electrical or electronic wiring, equipment, appliances, and apparatus.
 - Troubleshooting and repairing malfunctioning equipment, appliances, and apparatus.
 - Constructing and fabricating parts, using hand tools and specifications.
 - Reading and interpreting electrical and electronic circuit blueprints, diagrams, and schematics.
 - Advising management on continued use of unsuitable equipment, appliances, and apparatus.

3.7 Years
[01-04-2012 to 30-11-2015]

Station Incharge

132-KV Grid Station, The Coca-Cola, Company, Pakistan

- Activities and responsibilities
 - Overseeing operations, monitor daily operations
 - Preparation for maintenance
 - Sheet preparation of Voltages, Current, Frequency, Temperature and different parameters of Grid Station.
 - Maintain voltages according to load of the plant.
 - Briefing about Grid Station
 - Hire and train new staff
 - Working with upper management

ACADEMIC QUALIFICATION

2009-2011

Bachelor of Technology (Pass) in Electrical Technology

Preston Institute of Management, Science and Technology, Pakistan

- Main subjects: Electrical Technology
- Got 3.2 CGPA of 4.0

2007-2009

Three years Diploma of Associate Engineer in Electrical

Punjab Board of Technical Education, Lahore, Pakistan

- Main subjects: Industrial Management, Power Plant & Energy Conversation, Digital & Industrial Electronics
- Got 2173 marks out of 3550

2005-2006

Matriculation (Science)

Punjab Board of Intermediate & Secondary Education, Lahore, Pakistan

- Main subjects: Physics, Chemistry, Biology
- Got 694 marks out of 1050

PERSONAL SKILLS

Mother tongue(s)

Punjabi

Other language(s)

English

Urdu

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Proficient	Proficient	Conversant	Conversant	Proficient
Medium of Instruction				
Proficient	Proficient	Fluent	Fluent	Fluent
National Language				

Communication skills

- Good organization, written & interpersonal skills.
- Understanding the importance of schedule & commitment.
- Relationship building, Product knowledge, Prospecting, Negotiation, Communication, Research, Active Listening, Organizational Skills.

Curriculum Vitae

KASHIF NAEEM

- Projects**
- Erection of all equipment PTF, LA, CT, PT Isolator, Breaker
 - Dismantle 10/13 MVA, Erection 20/26 MVA PTF
 - Dismantle 20/26 and Erection 40 MVA – 10 Number of Power Transformer
 - Dismantle and Erection of 132KV Sheikhpura – Warburton Transmission Line.
 - Completed five buildings construction as per project assign.

- Job-related skills**
- Developing Feasibility Studies
 - Developing Electrical Systems
 - Inspection, Troubleshooting & Maintenance
 - Time Management
 - Task Accomplishment
 - Reporting

- Organisational / managerial skills**
- Friendly and positive attitude
 - Excellent customer services
 - Excellent communication skills
 - Innovation and Improvement
 - Attention to details
 - Team work
 - Security and Safety awareness

- Computer skills**
- Successfully completed Diploma of “Office User Specialist” Institute of Computing and merging Science (PICIT)
 - MS Office (Word, Excel, Power Point)

- Hobbies**
- **Renewable Energy Projects:** Experimenting with solar panels, wind turbines, or other renewable energy technologies, which is environmentally friendly and intellectually stimulating for me.
 - **Model Making:** Building scale models of electronic devices, circuits.
 - **Using Social Media:** for awareness about new inventions in the world.

- Driving licence**
- Motor Car / Motor Cycle (License No. LE-15-3215)
 - Professional Driving Experience

ADDITIONAL INFORMATION

Father Name	:	Muhammad Naeem
National Identity Card No	:	35202-9054413-1
Religion	:	Islam
Gender	:	Male
Place of Birth	:	Khanewal, Pakistan
Domicile	:	Lahore, Pakistan
Marital Status	:	Married
Passport No	:	DG9954132
Passport Expiry Date	:	01/10/2033