

ISMAIL HUSSAIN

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Visa Status # Company Visa

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Career Objective

To work with an aim to gain valuable hands on experience and professional skills in an organization that provides a challenging, learning and developing atmosphere.

Professional Experience

Government School Teacher (5 years)

KP Elementary and Secondary Education Department, Pakistan

January, 2019 to January, 2024.

- Taught all the core subjects: Mathematics, Science, English and Social Studies.
- Implemented a combination of Peer Teaching, Collaborative Learning, and fostering healthy competition among students.
- Prepared and administered grade-specific tests and examinations, regulated by the District Education Office, to monitor students' growth and report progress to parents.
- Assessed, revised, and improved lesson plans by 40% through implementation and experimentation.
- Awarded Teacher of the Year for 2019 and 2021 for securing 100% results in the 5th grade board exams conducted by the Government High School, Bara Banda.

Document Controller (1.5 years)

Safi Construction Company, Risalpur, Pakistan

August, 2014 to April, 2016.

- Responsible for disseminating, record keeping/handling and process to ensure that project information is accurate, controlled, transmitted, and achieved for optimized tracking.
- Adhering to the distribution matrix providing by the company.
- Strong EDMS skills and implementing it in proper manner in line with protocols.
- Ensuring sequential numbering system in each and every outgoing correspondence.

- Safekeeping of authority documents electronically as well as hard copy filing.
- Coordinating and administering the distribution of all incoming and outgoing documentation and Paperwork to ensure controlled delivery to persons responsible.
- Distinguish document handling by document type File and maintain documents in permanent document archive.
- Preparing project progress reports by coordinating with engineers and PMs.
- Preparing Sub-Contracting agreements as the per the company policies.
- Strong Knowledge in Handing Over of projects

Sales Officer (3 years)

China Electronics, Risalpur, Pakistan

January, 2013 to December, 2016

- Consistently exceeded monthly sales targets by 20%, driving revenue growth.
- Developed and maintained strong relationships with key clients, resulting in a 30% increase in repeat business.
- Utilized consultative selling techniques to understand client needs and recommend appropriate solutions.
- Collaborated with cross-functional teams to ensure smooth order processing and delivery.

Internship (2 months)

Pakistan Locomotive Factory Risalpur, Pakistan

15th September, 2014 to 15th November 2014

- Became familiar with various technical areas concerning locomotives such as Designing process, Wiring methodologies, Wiring of 3-phase Induction Motors, Voltage and Current Control Circuits etc.
- Trouble shooting, diagnosing, and repairing electronic devices and components.
- Soldering and desoldering components on printed circuit boards (PCBs).
- Maintaining detailed records of the repairs, including the issues found, the steps taken to fix them, and the replacement parts used.

Internship (6 weeks)

Pakistan Tobacco Company, Risalpur, Pakistan

15th July, 2015 to 30th, August 2015

- Conducted a comprehensive analysis of wastages in the Supply Chain Department, including cigarette paper waste, tobacco waste, tipping paper waste, and filter waste.
- Identified high waste-producing machines and points within the supply chain.
- Analyzed downtime for cigarette making machine Mark-9 and packing machines GD-X2 and GD 4350.

Education**BS in Electronic Engineering**

GPA : 3.05/4.00

International Islamic University Islamabad (IIUI), Pakistan

September 2010 - August 2014

Computer Skills

- MS Office Suite
- ACONEX
- Creo Parametric
- Adobe Illustrator
- Adobe Photoshop
- Canva

Professional Certifications

- Industrial Automation using PLC, HMI, SCADA at **Skill Development Council Islamabad** from March 24, 2016 to April 16, 2016.
- Certificate of Registration from **Pakistan Engineering Council (PEC)**.
- Certificates of Safety Courses **IOSH** and **OSHA**.
- Certificate of Excel Advance course from **Udemy**.
- Certificate of Graphic Designing course from **Udemy**.

Achievements

- Best Project Award Winner at **Pakistan Tobacco Company Akora**, Pakistan.
- Best Teacher of the Year for 2019 and 2021 at **GPS N0.4, Bara Banda**.

Strengths

- Public Dealing.
- Self-Motivated and able to meet deadlines (as shown by completing my own projects on different occasions).
- Willingness to learn.
- Teamwork skills (worked well as part of a team in various places).

References

References would be furnished upon request.