**360488@gulfjobseekers.com**

***Career Objectives***

To gain the post of “Maintenance Engineer” in your esteemed company, utilizing my expertise in the field of development and maintenance of technology, thereby conserving the resources and adding revenue passively for the organization

***Professional Experience***

Total 1 year experience as a **Junior Technical Engineer**

Gadoon Amazai Power plant

***Duties & Responsibilities***

* Developing, testing and make modifications to mechanical equipment.
* Assisting with Mechanical Installations.
* Completing all duties according to applicable safety measures and published procedures.
* Using screw drivers, wrenches, pliers, punches to troubleshoot and repair complex equipment problems.
* Assisting field technicians with diagnostic checks and symptom analysis.
* Explaining technical issues to non-technical people.
* Keeping an up to date inventory of mechanical tools.
* Identifying malfunctions and then arranging out repairs.
* Repairing or replacing defective equipment parts.
* Carrying out preventative maintenance.
* Wearing appropriate safety clothes in designated safety areas.
* Consulting with senior colleagues regarding technical issues.
* Keeping the workplace in an organized and clean condition.
* Correctly using hand and power tools.
* Cleaning and lubricating gears, shafts, bearings and other machinery parts.

**Administrative Officer**

1 year experience as a Administrative officer in Razmaq Transport, Dubai UAE

***Duties & Responsibilities***

* Prepared and mail out invoices, Quotations and LPO daily
* Organize and track purchase orders
* Assist with processing payments
* handle delivery queries
* Liaise with customers and suppliers
* Create and maintain customer databases
* Prepare correspondence, memos and quotes
* Send out email marketing campaigns
* Receive and assist customers and visitors
* Assist with the organization of promotions and events

***Academics***

* Bachelor of Mechanical Engineering (2010 to 2015).
	+ - (All of my documents attested from board of education IBCC & foreign office.
		- (Engineering degree & transcript is attested from higher education commission)
		- (Register with Pakistan engineering council)
* HSSC (Pre- Engineering) 2010
* SSC (Science) 2008

***Areas of Expertise***

* Manufacturing operations Support
* Mechanical project management
* Project planning
* Machine Repair & Maintenance
* Welding Procedures

***Organizational skills***

* Technical documentation and reporting.
* Proficient in Ms Office programs such as Word and Excel.
* Constant attention to detail.
* Demonstrated leadership skills.
* Can build strong interpersonal relationships.
* Comprehensive knowledge of test instrumentation, measurement techniques and metrology methods.

***Personal Profile***

Nationality : Pakistani

Date of Birth : 10th March 1992

Marital Status : Single

Languages : English, Urdu, Pashto

Visa status : Work Visa

***Declaration***

I hereby declare that the information’s furnished above is true to the best of my knowledge.