Curriculum Vitae

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal information |  | | | | | | | | | | |
| First name(s) / Surname(s) | Laiq | | | | | | | | | | |  |
| Nationality | [Laiq.363885@2freemail.com](mailto:Laiq.363885@2freemail.com)  Pakistani | | | | | | | | | | |  |
| Date of birth | 26th of July,1984 | | | | | | | | | | |  |
| Work experience |  | | | | | | | | | | |  |
| Dates  Occupation or position held  Name and address of Employer | **04/01/2016 → 22/02/2017**  **Principal**  Shaheen Vocational Training Institute, KTS Haripur    **Major Duties:**   * Administrative command and control of institute * Finance and Budget management of the institute * Preparation of fiscal reports. * Developed digital inventory system with store management. . * Procurement of items as per KPPRA rules. * Tendering for procurement of items. * Up-graded training environment as per international standards. * Revised Curriculum for session 2016-2017 * Prepared daily lesson plan with proper track record for updation. * Preparation of staff and students evaluation on monthly basis. * Handled three training projects in the institute at the same time fulfilling all the requirements of funding agencies and standards of training being imparted. * Collaborated and Offered the most expensive training in the region. * Formation of IMC committee collaborating with local industry. * Designed and Installed 10 KVA solar power generation system. * Making requisition and proposals for training improvement and security measures. * Debugging and relocation of CCTV surveillance system. | | | | | | | | | | |  |
| Dates  Occupation or position held  Name and address of Employer | **16/08/2008 → 30/12/2015**  **Lecturer / Deputy HoD / Co-ordinator**  Gandhara Institute of Science and Technology, PGS Engineering College, Peshawar    **Subjects Taught:**  Physics, Electricity and Magnetism, Computer Fundmentals, Computer Programming, Data  Communication, Microprocessor Based System Design, Engineering Economics, Communication  and Presentation Skills,  **Major Role::**   * Prepared inventory system * Upgraded Laboratories as per changing technology needs. * Procured latest equipment as per curriculum * Prepared Practical Curriculum and Lab Manuals. * Accredited the institute with PEC for nine years. * Affiliated the institute with UET for nine years. * Delivered seminars and workshops on different topics. * Conducted trainings for laboratory staff. * Prepared practical notebook standard pattern. * Installed CCTV surveillance system. * Developed Alumni for the institute. * Designed new workbenches for laboratories.     **Other Responsibilities:**   * Labs Co-ordinator Electrical Engineering Department: (making arrangements for the smooth conduction of experiments during the entire semester and maintaining/upgrading the labs according to the evolutionary changes) * Final Year Project Co-ordinator: (Scrutinizing the FYP proposals and keeping track of FYP projects) * Head of Extra Curricular Activities Committee: (Events organizing, Newsletter publication) * Member of Board of Studies * Member of Research and Development Committee * Member of Disciplinary Committee | | | | | | | | | | |  |
|  |  |
| Dates  Occupation or position held  Name and address of Employer | **01/01/2008 → 08/08/2010**  **Electrical Supervisor**  Marwa Associates, Rawalpindi | | | | | | | | | | |  |
| Education and training |  | | | | | | | | | | |  |
| Dates    Title of qualification awarded  Principal subjects  Name of organisation | Thesis In-Progress (Expected to complete by June 2017 )  Research Topic: Controlling /Managing PV integration with Micro-grids.  **MSc Electrical Engineering**  Power and Control Systems  CECOS University, Phase 6, Hayatabad, Peshawar | | | | | | | | | | |  |
| Dates  Title of qualification awarded  Principal subjects  Name of organisation | 2007  **B.Sc Electrical Engineering**  Electrical Engineering (Communication)  University of Engineering and Technology, Peshawar (Pakistan) | | | | | | | | | | |  |
|  |
|  |
|  |
| Dates  Title of qualification awarded  Principal subjects  Name of organisation | 2002  **F.Sc**  Pre-Engineering  Peshawar Model Degree College, Peshawar (Pakistan) | | | | | | | | | | |  |
|  |
|  |
|  |
| Dates  Title of qualification awarded  Principal subjects  Name of organisation | 2000  **Matric**  Science  Forward Model School, Peshawar (Pakistan) | | | | | | | | | | |  |
|  |
|  |
|  |
| Final Year Project  Other Projects | **Pre-Paid Digital GSM Energy Meter**   * PLC Based Measurement of Electrical Data in PV Power Generation Systems * Digital Thermometer * Auto Control of Three Phase Motor * Digital Clock * Solar Tracking System * Automatic Rescue Boat System | | | | | | | | | | |  |
| Awards and Achievements | * Nominated for visit to UK, to participate in `International Skill Show` held in November, 2016 In Birmingham UK. * Nominated as CBT (Competency Based Training) Certified Assessor by NAVTTC in 2016. * Nominated as best Principal in the department in year 2016. | | | | | | | | | | |
| Personal skills and competences |  | | | | | | | | | | |  |
| Language(s) Self-assessment |  | | | | | | | | | | |
|  |  | Understanding | | | | Speaking | | | | W r i t i n g | |  |
|  |  | Listening | | Reading | | Spoken interaction | | Spoken production | |  | |  |
| English |  | C1 | Proficient user | C1 | Proficient user | B2 | Independent user | B2 | Independent user | C1 | Proficient user |  |
| Pashto |  | A2 | Basic User | A1 | Basic User | B1 | Independent user | A2 | Basic User | A1 | Basic User |  |
| Punjabi |  | B1 | Independent user | B1 | Independent user | B2 | Independent user | B2 | Independent user | A1 | Basic User |  |
| Organisational skills and competences | * Convener, `Extra Curricular Committee`, Gandhara Institute of Science and Technology, Peshawar, organized several sports events, farewells and gala night events. * Member of Board of Studies. * Member of Research and Development Committee. * Member of Disciplinary Committee. * Founder of Blood Donor Society at UET Peshawar. * Organizer of Workshop on `Hybrid Automotive Systems` at UET Peshawar. * Organized all universities district level Debating Competition at UET Peshawar. | | | | | | | | | | |  |
| Technical skills and competences | * CCTV Surveillance system planning, installation and troubleshooting * PV generation system planning, installation and troubleshooting * Building Wiring * PLC and SCADA (NUST) * CPAL Training Systems (Air University) * EPAL Training Systems (Air University) * MCB-900 Microcontroller Trainers (Air University) * PCB Designing | | | | | | | | | | |  |
| Computer skills and competences | * Lab View (Air University) * Electronic Workbench * Orcad PSpice * Linux Administration (Pakistan Computer Bureau) * MCSE Certification (UET Peshawar) * Corel Draw * Adobe Photoshop * Auto-Cad | | | | | | | | | | |  |
| Driving licence(s) | Motor Car / Jeep / Motor Cycle | | | | | | | | | | |  |
|  |  | | | | | | | | | | |  |