Curriculum Vitae

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| Personal information |  |
| First name(s) / Surname(s)  | Laiq  |  |
| Nationality | 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.
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|   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
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|   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 SystemsCECOS University, Phase 6, Hayatabad, Peshawar |  |
| DatesTitle of qualification awardedPrincipal subjectsName of organisation  | 2007 **B.Sc Electrical Engineering**Electrical Engineering (Communication)University of Engineering and Technology, Peshawar (Pakistan) |  |
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| DatesTitle of qualification awardedPrincipal subjectsName of organisation  | 2002 **F.Sc**Pre-EngineeringPeshawar Model Degree College, Peshawar (Pakistan) |  |
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| DatesTitle of qualification awardedPrincipal subjectsName of organisation | 2000 **Matric**ScienceForward Model School, Peshawar (Pakistan) |  |
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|  Final Year ProjectOther 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
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| 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.
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| 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.
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| 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
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| 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
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| Driving licence(s) |  Motor Car / Jeep / Motor Cycle |  |
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