**Ansarah**





Email: [ansarah-394546@2freemail.com](mailto:ansarah-394546@2freemail.com)

**PERSONAL PROFILE**



My ambition has always been my inspiration that has motivated me to become a multitalented person with unique thoughts and innovative ideas. I am a dedicated, sincere and committed candidate with strong strategic planning, designing, management and communication skills, have organized and participated in multiple co-curricular activities and won several Merit Certificates and secured positions in different international and national competitions.

**CAREER OBJECTIVE**



I want to introduce new and latest concepts of technology for energy generation and conservation with new practical aspects of Engineering. My work experience as cultural Ambassador of Pakistan in United States, facilitated me to become multitalented and opens my thoughts to innovations. With this capability I am looking forward to utilize my strengths and abilities in the best interests of the organization.

Currently, I am looking forward to secure a job in **office works** management and coordination**;** with aims of providing best services to the organization through my innovative and latest experience in regard to practical field work, bringing to my employer a high degree of self- management and interpersonal skills, coupled with qualifications and workplace experience (Internships and courses) that will prove beneficial towards the betterment of organization.

**PROFESSIONAL EXPERIENCE**



**Relationship Officer-Assets** **April 2019-July 2019**

My Job duties include selling and marketing of Personal Investment Loans, Credit Cards and all the facilities bank offering to the costumers. I also look after the communications and customer handling sections.

**Assistant Manager & Coordinator** **Sept 2018-Mar 2019**

I was responsible for ensuring a reliable, responsive, effective and efficient primary interface point provided for customers, developers and industry in relation to the owner of the Company in terms of Production and Marketing. I was also responsible for looking after all the management and coordination works related to the officer affairs

 **Teaching Experience** **Nov 2017-Feb 2018**

I posses a diverse and dynamic experience in teaching including my tuition and center jobs for almost **8 to 10** **years**. I have worked as an Academic **Coordinator in Hyderabad** for thetime period of **6 months**. Additionally, I am also capable of dealing with student problems and mind levels which has resulted me into my appointment in almost every schooling system I have applied for the Job.

**ACADEMIC QUALIFICATION**



|  |  |  |
| --- | --- | --- |
| **Bachelor of Engineering (Electrical)** (Full time) | (Cumulative) **3.85** | |
|  |  |  |
| **Mehran University of Engineering & Technology (M.U.E.T), Jamshoro**. | **2017** | |

* Graduated with 5th highest CGPA in batch
  + Submitted final year project on: "**Smart Prepaid Energy Metering system** **Using RFID And GSM Technology"** in partial requirement of B.E degree
* Other projects accomplished: **Line following robot, Shadow detector Alarm** **&Motor rotation control.**

**College of Southern Idaho, Twin Falls, ID, U.S.A.**

**(**One semester as a cultural exchange student)

|  |  |  |
| --- | --- | --- |
|  | **HSC-II Pre-Engineering** (Intermediate) | Cumulative **81%** |
|  |  |  |
|  | Govt. Nazareth Girls Degree College | **2013** |
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**SHORT COURSES**

|  |  |
| --- | --- |
| **Web Development Course on HTML, CSS, Java Script and PHP** | **Mar 2016** |

* Project team head at MUETTECH, official website of Mehran UET.

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| --- | --- |
| **MATLAB** | **Oct 2015** |

* Developed Circuit simulations of all projects using MATLAB skills

**Blogging skill development and scholarship awareness** **Sept 2014**

* Used blogging skill in writing project articles, Reports, Posters and thesis write up

|  |  |
| --- | --- |
| **Basic electronic circuitry fabrication workshop** | **Apr 2015** |

* Worked with breadboard, veroboard and PCB

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| --- | --- | --- |
| **Continuing Professional Development Program on Renewable Energy** | | **Oct 2018** |
| **Technologies** | |  |
|  | Discussed Importance of Renewable Energies and their applications |  |
|  | Role Of Renewable Energy Technology in Modern World |  |
| **IOSH Managing Safely V.5.0** | | **Feb 2019** |

* Learned Identifying Hazards
  + Defining and assessing risks
* Improving health and safety performance

**INTERNSHIP EXPERIENCE**



Summer Internship Program on **Printed Circuit Board Designing** **June 2014**

* Developed PCB design on Eagle's Software
* worked on hardware PCB model.

Internee in **Jamshoro Power Company Limited(JPCL)** **June 2015**

* Gained practical hand knowledge and field work experience.

Internee at **National Transmission & Dispatch company(NTDC)** **June 2016**

* Acquired practical knowledge of the study related theoretical concepts.

Served as **Cultural Ambassador of Pakistan at US Department of States August 2016-until now**

* Developed personal and professional skills.
* communication and presentation
* international exposure of work field
* developed project on a shooter car to justify the problem
* worked with Excel sheets and graphs

**ACHIEVEMENTS**



* Awarded with semester exchange program on GLOBAL **UGRAD Pakistan to pursue one semester**

|  |  |  |
| --- | --- | --- |
|  | **at United States of America.** |  |
| • | 1st position in poster Competition "**My Vision of MUET**" | **7th October 2015** |
| •Best Organizing Committee member in "**Neroon Kot Model United Nations**" | | **September2015** |
| • Best Organizing Committee member in "**MOSAIC**" | | **11th October 2015** |
| • | "1st Position in Poster competition in event" **Transcendence**" | **30th Sept 2014** |
| • | Special Mention Award in **Mehran UET model United Nations** | **January, 2015** |

* Certificate of Appreciation in "**Big Event Pakistan**" **April, 2015**

• Certificate of Participation and volunteer in International Multi topic Conference **February, 2015**

* Served as an **Assistant Committee Director** in several Model United Nations.

• IELTS Academic Module With **7.5 Bands** from British Council Pakistan **2nd March 2019**

**PROFESSIONAL AFFILIATIONS**



* Registered Engineer with Pakistan Engineering Council (PEC)
* Member (Volunteer) in Women Protection Cell (WPC) Hyderabad, Pakistan.
* Member IEEE main body serving as Girls Coordinator
* Director &Executive Body member for Model United Societies & other event organizations
* Chairperson of IEEE Power and Energy Society
* General Secretary for Women in Engineering IEEE Chapter
* Registered Alumni working at Pak-US Alumni Network

**SKILLS**



* Microsoft Windows Operating Systems 2000, Me, XP, 7 (Intermediate)
* Microsoft Office XP 2010 & 2013 (Word, Excel & Power Point) (Intermediate)
* MATLAB and MULTISIM programming
* Presentation skills, strong communication skills, Report making and Quick problem solving

**PERSONAL INFORMATION**



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| --- | --- | --- |
| Date of Birth: | th |  |
| June 5, 1996 |  |
| Marital Status: | Single |  |
| Religion: | Islam |  |
| Nationality: | Pakistani |  |
| Language: | Urdu & English |  |
| Interest: | Social activities, management, organizing events, social interactions |  |
| VISA STATUS: | Visit Visa Valid until 20th Oct 2019 |  |

**REFERENCES**



References are available upon request