



Shaikh Muhammad Imran

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CNIC

42201-2627550-3

Date of birth

2nd August 1989

Marital Status

Single

Analytical Skills

- MS Office from IQ Concept Pass
- MS Outlook from IQ Concept Pass
- Internet & Emailing from IQ

Career Profile

A graduate with 9 years of Assistant Manager, Senior Assistant Engineer, HR & Administrative Coordinator, Project Coordinator, HR & Administrative Assistant & Data Entry Officer experience presently working in K-Electric Limited as Assistant Manager, Senior Assistant Engineer. Interacting and developing excellent relationship with customers and handling mainly related tasks along with supervising other staff to complete their tasks.

Work Experience

March, 2017 - Present

Assistant Manager - Distribution Department: Project, Planning & Prevention

K-ELECTRIC LIMITED

Formerly Karachi Electric Supply Corporation

A leading Electricity Company in Pakistan

Roles & Responsibilities:

- To assist the chief engineer in the day to day work and oversee the preventive maintenance of all equipment and to take regular training classes of Engineers and Staff and To check all log books daily and take corrective measures accordingly.
- To coordinate with the outside agencies or vendors for repair and maintenance work also monitor and record utility consumption and assist the Chief Engineer to maintain efficiency.
- At regular intervals, inspect the working condition of equipment and engineering systems and ensure that all standards are maintained.

June, 2014 - Feb, 2017

Senior Assistant Engineer

K-ELECTRIC LIMITED

Roles & Responsibilities:

- Installation and maintenance of electrical systems by provide administrative assistance to Electrical Engineer when needed also monitor and report project status to management on regular basis also Schedule project review meetings to discuss about any issues and recommendations.
- Work with seniors to suggest system updates and enhancements to meet client demands then provide technical guidance to project team when needed also take care that system breakdowns, failures and repairs are addressed promptly.

Jan, 2014 - May, 2014

HR & Administrative Coordinator

THE PROTECTORS

Building Products Company

Pakistan leading source of comprehensive, high quality window Covering and architectural products

Roles & Responsibilities:

- Maintains administrative workflow by studying methods, implementing cost reductions, developing reporting procedures and Develops administrative staff by providing information, educational opportunities, and coaching.
- Resolves administrative problems by analyzing information, identifying and communication solutions with customers, managers, and employees by

Concept Pass

- Auto Cad from Memon Industrial & Technical Institute
- General Electrician from Gulshan Technical Center

Additional Skills:

- Excellent customer satisfaction for maintaining good relationships
- Effective communication and presentation skills
- Hardworking, honest and responsible person for my duties
- Ability to manage multiple assignments and tasks
- Team leading skills

arranging continuing contacts, researching and developing new services and method to resolving the problems.

- Creates and revises systems and procedures by analyzing operating practices, studying utilization of micro-computer and software technologies, evaluating personnel and technological requirements, implementing changes.

Dec, 2010 - Dec, 2013

Project Coordinator

T.C.S

Express, Logistics & Supply Chain Management

Roles & Responsibilities:

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings and ensuring project deadlines are met.
- Determining project changes and providing administrative support as needed.

Nov, 2009 - Nov, 2010

HR & Administrative Assistant

GUL AHMED TEXTILE MILLS PVT LTD

Roles & Responsibilities:

- Collect and manage all data pertaining to a business's employees, but they are also involved in the recruiting, hiring, and training of new employees.

Oct, 2008 - Oct, 2009

Data Entry Officer

GUL AHMED TEXTILE MILLS PVT LTD

Roles & Responsibilities:

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

Education

2014 - 2016

Dadabhoy Institute Of Higher Education

B.Tech (Honr's-Electrical Engineering)

2011 - 2013

Indus University

B.Tech (Pass-Electrical Engineering)

2008 - 2011

Govt. Saif-e Zahabi Institute Of Technology

DAE (Electrical Engineering)

2007 - 2010

University Of karachi

Bachelor's of Commerce (B.Com)

2005 - 2007

Govt. Degree Science College Malir (Saudabad)

Intermediate (Pre-Engineering)

2003 - 2005

The Falcon House Grammar School

Matriculation

PROFESSIONAL TRAINING & CERTIFICATES

- Inspection officer program from K-Electric ltd
- Handling difficult situation program from K-electric ltd
- LT ABC Planning Execution & Post Execution Governance from K-Electric Ltd

ACHIEVEMENTS

- Best Employee op the Month 2015
- Best Performance op the Month 2015

Languages

Urdu — 10/10

English — 8/10

References

Any Personnel/ Professional references will be gladly furnished on request.