



# Rizwan Aslam

*Team Leader Cum Trainer*



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Rizwanaslam09



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## Why *Rizwan*?

- Organized and energetic academic coordinator with demonstrated leadership strengths and proven ability to manage multiple responsibilities in a fast-paced environment with strict deadlines. Instrumental in supporting and coordinating various aspects of faculty recruitment, training and operational maintenance. Task-focused professional holds track record of upholding an updated knowledge base regarding academic offerings and enrollment status for various courses
- Pragmatic administration professional proficient at planning & coordinating administrative procedures & systems, devising ways to streamline processes and taking ownership of customers' issues and follow problems through to resolution. Adept at assessing staff performance and providing coaching and guidance to ensure maximum efficiency
- Performance-oriented professional possessing extensive knowledge of ensuring smooth and adequate flow of information. Scrupulous in managing schedules and deadlines while ensuring operations adhere to policies and regulations. Skilled at adding value to organization by challenging effectiveness of established procedures and developing continuous improvement processes

## CORE STRENGTHS & ENABLING SKILLS

- Administration & Management
- Planning Control & Inventory Management
- Student Counselling
- Application Processing
- Academic Evaluation
- Conflict Management
- Activity Planning
- Analytical Skills
- Performance Appraisal
- Technical Recruitment
- Training & Mentoring Skills
- Communication & Presentation Skills

## TECHNICAL SKILLS

- Project Management
- Operations & Calibrations of Machines
- Labs Construction & Management
- Material Management
- CAD Drafting
- Software applications

## PROFESSIONAL EXPERIENCE

### Web Development & Data Integration Company, Lahore, Pakistan

Working as "*Team Leader cum Trainer*", July 2016 – Present

### Responsibilities/Accomplishments:

- Managing the day-to-day activities of the team. Motivating the team to achieve organizational goals. Developing and implementing a timeline to achieve targets. Delegating tasks to team members. Conducting training of team members to maximize their potential. Actively seek to resolve any concerns while adhering to the company policy and standards of behavior.
- Ensure company goals and objectives are being met by each employee and provide constructive feedback. Address customer concerns in reference to products, services rendered or employee interactions. Ensure proper approval for customer returns while providing customer satisfaction and positive interaction with the company.
- Oversee and maintain inventory and order office, production load and other supplies as needed. Proficient using Microsoft Suite and other data entry software. Experience analyzing company needs, employee development and goal setting. Extensive knowledge of management strategies and practical application in the workplace. Schedule and conduct meetings with management to proactively identify topics to be address or areas in need of additional instruction.
- Train new employees on company standards and procedures, from how to handle a production line experience and how to properly interact with other teams. Actively seek current training methods and best practices to facilitate training employees.
- Developing and delivering training solutions that meet business needs. Optimizing training processes for efficiency. Selecting and managing resources, including working with both technicians and team leads to develop and deliver training. Managing the technologies and technical personnel required to develop, manage and deliver training.
- Ability to effectively organize and manage multiple company initiatives and encourage coworkers to do the same.

### Major Achievements:

- Pioneer of CAD Department and coordination with HR team especially in recruitment process
- Create an environment oriented to trust, open communication, creative thinking, and cohesive team effort.
- Consecutively, winning an Award of Honor from overall world "CAD Teams" under the umbrella of WADIC, USA

## **The Hunar Foundation, Lahore, Pakistan**

Working as "**Instructor Mechanical cum Academic Coordinator**", July 2014 – July 2016

### **Responsibilities/Accomplishments:**

- Efficiently coordinating various faculty searches, managing orientation, training and relocation for new faculties. Collaborating with faculty to conduct new student workshops. Developing and managing comprehensive academic support program. Providing guidance to students on academic goals and educational issues
- Preparing and maintaining student records according to district policies and administrative regulations. Assisting in updating lesson content and instruction methodology following NVQ's & IVQ's. Assisting in development of training modules and programs. Coordinating with teachers and center coordinators to develop lesson plans and materials
- Managing and establishing electrical and mechanical labs. Visiting markets for purchase of necessary types of equipment's and tools. Conducting industrial trainings for management staff and non-technical staff. Monitoring participant workflow and behaviors throughout training process. Maintaining high levels of quality assurance including course evaluation and course approval procedures
- Drafting schedule plus report on daily, weekly and monthly basis included preventive, schedule maintenance for labs, workshops, generator room and building area. Arrange and manage maintenance and repairing process adequately.

### **Major Achievements:**

- Performed as an Invigilator in City & Guild, UK examinations
- Significantly constructed mechanical, electrical, plumbing and welding workshops
- Worked as Coordinator with PSDF, TTB sponsored training programs

## **Unilever Foods (Pvt.) Limited, Lahore, Pakistan**

Worked as "**Technical Trainer – Project**", February 2015 – June 2015

### **Responsibilities/Accomplishments:**

- Affluently conducted training assessment by collecting information pertaining to work procedures, work flow and reports, understanding job-specific functions and tasks. Ensured operation of equipment by completing preventive maintenance requirements; followed manufacturer's instructions, troubleshoot malfunctions, called for repairs, maintained equipment inventories and evaluated new equipment & techniques
- Determined system utilization requirements by researching and testing systems. Maintained safe and healthy training environment by following organization standards and legal regulations. Maintained technical knowledge by attending educational workshops; reviewed publications. Contributed to team effort by accomplishing related results as needed

## **Power Wheel (Pvt.) Limited, Lahore, Pakistan**

Worked as "**CNC Machinist**", January 2011 – January 2012

### **Responsibilities/Accomplishments:**

- Efficiently generated drawings by using Auto CAD and numerical programs according to job specification; proofread final drawings (detail & assembling) according to technical specifications
- Set different dies, jigs and fixture on manual turning center and machining center machines. Managed operating machines and prepared finished jobs in required time both on manual and CNC; performed all necessary machine maintenance and use equipment properly
- Adjusted machine feed & speed, changed cutting tools and adjusted machine controls to handle malfunctions of automatic programming machines. Set up machinery to successfully conduct run as specified; conducted all programming as required

### **Additional Experiences:**

- Simultaneously working as "**Freelancer**" at Fiverr.com, Upwork.com, (February 2016 – Present)
- Worked as "**Manager Procurement**" at Aslam Engineering Company, Sadiqabad, Pakistan (Feb. 2012 – Dec.2012)

### **Other Experiences:**

- Worked as "**Intern**" at FAS Tube Mills & Industries, Lahore, Pakistan (March 2014 – August 2014)
- Worked as "**Intern**" at Pakistan Railways, Lahore, Pakistan (November 2010 – December 2010)
- Worked as "**Intern**" at Packages (Pvt.) Limited, Lahore, Pakistan (September 2009 – November 2009)

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## **PROFESSIONAL TRAININGS, COURSES & CERTIFICATIONS**

- Course of "**English Language**" by NUMAL, Lahore, Pakistan (2011)
- Certificate for "**Microsoft Office**" by PITAC, Lahore, Pakistan (2011)
- Certificate for "**CNC Machine Operator**" by PITAC, Lahore, Pakistan (2011)
- Certificate for "**Milling Machine Operator**" by GCT, Lahore, Pakistan (2010)
- Certificate for "**Computer Aided Design/Manufacturing**" by PITAC, Lahore, Pakistan (2009)

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## **PROFESSIONAL QUALIFICATION**

- **University of the Punjab, Lahore, Pakistan** (2012 – 2014)  
M.A – Technical Education
- **Government College of Technology, Lahore, Pakistan** (2008 – 2010)  
Higher National Diploma – Mechanical Technology - Level 5
- **The Islamia University, Bahawalpur, Pakistan** (2012)  
B.A General