



HAFIZ MUDASSAR KARIM



gondal.mudassar
@yahoo.com



0509527278



Abu Dhabi, United
Arab Emirates
51133



17-10-1986



PAKISTANI



MARRIED

EDUCATION

**IELTS British
Training
Consultancy,**
Satellite Town
Rawalpindi,
Pakistan, August
2012
Overall score 6.5
bands

PROFESSIONAL SUMMARY

Goal-directed, results -oriented professional with a strong management, official and educational background. Skilled communicator, persuasive and adaptable. Self-motivated with high energy, initiative, and focus. Keen insight into the needs and views of professionals, able to listen and identify issues or problem areas and form innovative solutions. Professional, personable, and articulate in presentation. Areas of strength include:

- More than 10 years job experience working with high professionals.
- Four years overseas working experience in the Kingdom of Bahrain.
- High level of international and inter-cultural understanding.
- High level of fluency in English communication.

WORK HISTORY

February 2019 - December 2021

DevHutch - Junior QA Engineer, Lahore, Pakistan

- Daily reporting of production bugs to senior QA team
- Worked mostly as proper QA member as well as the software data analyst while data entry
- Senior data analyst as well as UI minor and major bugs finder in overall project
- Worked on test cases different scenarios as per client's requirement
- Worked on daily test cases running for production as regression.
- Tracked, prioritized and organized defects with UAT/Production, worked with development team to facilitate timely corrections.
- Authored and maintained well-organized, efficient and successful manual test cases for entire team.
- Operated under Agile and Scrum frameworks to complete releases every week and well-organized sprints.
- Completed in-depth usability testing on Windows, Android and iOS mobile devices.
- Collaborated with developers and product owners to stay current on product features and intended functionality.
- Documented testing procedures for developers and future testing use.
- Monitored resolution of bugs, tested fixes and helped developers tackle ongoing problems by providing QA perspective.
- Recommended changes and corrections to developers for optimal software performance and usability.
- Increased production rate by using excellent time management and leadership skills throughout all tasks.

BA (Hons): English
Language and
Literature
**International
Islamic
University,**
Islamabad,
Pakistan, Pakistan,
June 2010
Marks percentage:
67.24%
CGPA: 2.63

**HSSC Board of
Intermediate and
Secondary
Education,**
Sargodha,
Pakistan, Pakistan,
May 2006

**SSC Board of
Intermediate and
Secondary
Education,**
Sargodha,
Pakistan, March
2004

September 2014 - January 2018

**MOBITEL COMMUNICATION W.L.L - ICT Officer, Document controller
cum Recovery Manager, Administrative assistant, Hoora, Manama,
Bahrain**

- ICT Documentation for VIVA, Huawei, Ericsson, Wajda, Mena telecom, Hayat communication, Dynamics Solutions etc.
- Invoices submission, follow up and track record of VIVA, Ericsson, Huawei etc.
- Generating Purchase orders for stock purchasing
- Directly reporting to ICT Head along with coordination of project manager ICT and civil
- Routed agreements, contracts and invoices through signature process.
- Managed day-to-day admin, including file organization, spreadsheet development, report writing and document scanning.
- Generated shipment invoices, prepared packages and set up courier deliveries for customers.
- Organized corporate and office meetings for up to 40 team members.
- Provided support for CEO and sales team in managing operation work flow.
- Developed and implemented record management procedures.
- Scheduled and confirmed appointments for entire management team.
- Designed electronic file systems and maintained electronic and paper files.
- Coordinated all department functions for team of 500 employees.
- Generated daily operations reports, presenting findings to key stakeholders and identifying targeted improvements.
- Welcomed guests and clients in upbeat and friendly manner.
- Verified documents and associated records to catch and resolve discrepancies.
- Managed busy workload during Month End to consistently meet HMRC and client deadlines.
- Reduced financial discrepancies by accurately analyzing and managing customer orders and invoices for various global companies.
- Coordinated bookkeeping activities in Sage, tally, and QuickBooks including invoicing and accounts payable.
- Handled client correspondence and tracked records to foster office efficiency.
- Managed office inventories, restocking supplies and placing purchase orders to maintain adequate stock levels.
- Participated in tech project meetings, transcribing meeting minutes and tracking project statuses.
- Compiled and analyzed data using spreadsheets or other database software, including Microsoft Excel and Access.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
- Accurately wrote and recorded detailed minutes for weekly Executive meetings.
- Streamlined operations by organizing files and documents to implement improved workflow and organization.

September 2010 - September 2014

**Awal Telecom Private Limited - Senior Document Controller,
Islamabad, Pakistan**

- Ensured necessary amends to documents, communicating and redistributing to relevant personnel where necessary.
 - Supported independent learning and development of necessary documents such as purchase orders, receiving notes, delivery notes, payable & receivable invoices and postdated checks within telecom community.
 - Developed admin services by collaborating with HR and finance department.
 - Conferred with engineers to understand and incorporate recommendations and required changes during update process being an AutoCAD designer.
 - Produced and organized 3G, 4G/LTE schematics and tower installation for each project and discussed design issues with project leaders.
 - Crafted detailed drawings that met customer requirements for structures using outdoor antenna, RF cables and Microwave Antennas etc.
 - Created, printed and modified drawings using AutoCAD 2D.
 - Documented material needs with MS excel spreadsheets to keep accurate totals and assess trends.
 - Maintained a proper document management system for easily identifiable and retrievable.
-

SKILLS

Document Controller	Recovery Manager
AutoCAD 2D Designer (Telecom)	Junior QA Engineer
Administrative Assistant	