



MUHAMMAD ASLAM

PROFESSIONAL OBJECTIVE:

I would like to work in a conducive workplace with a team that performs with all the zest to grow and prove myself as a leading professional player for the success of organization.

Father Name

Jalat Khan

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Mera Masho Khel, Post Office
Masho Khel Peshawar

EDUCATION

1. **MS Project Management (2021-2022)** In Progress
Abasyn University of Engineering and Technology
2. **BS Electrical Engineering (2010-2014)**
University of Engineering & Technology Peshawar, with
3.00 CGPA
3. **Intermediate Examination (2008-2009)**
Government College Peshawar (B.I.S.E, Peshawar)
Pakistan. Higher Secondary School Certificate with
74.54%marks
4. **Matric Examination (2006-2007)**
The Bara Model School and College Peshawar (B.I.S.E
Peshawar), Secondary School Certificate with 84.00%
marks.

Computer Skills:

1. MS Office.
2. Mat lab
3. C ++
4. Assembly Language
5. Packet Tracer
6. AutoCAD

Languages:

Can speak and write professional and technical English with Urdu and Pashto as a native language.

WORK EXPERIENCE

1. **People (Professional Employers Pvt. Ltd)**
Union Council Officer (2021 April till Date)
Main Responsibilities:
 - Schedule employees and determine hourly assignments.
 - Partner with management when hiring new employees.
 - Train new employees in routine responsibilities using various and instructional methods.
 - Review employee performance in the department.

2. **Chip Training and Consulting Pvt. Ltd)**
Union Council Officer (Dec 2019 – 2021 April)
Main Responsibilities:
 - Schedule employees and determine hourly assignments.
 - Partner with management when hiring new employees.
 - Train new employees in routine responsibilities using various and instructional methods.
 - Review employee performance in the department.

3. **(UAE)**
Technical Supervisor (May 2018-August 2019)
Main Responsibilities:
 - Making Schedules, assigning work and training employees.
 - Motivate employees to increase their productivity and work goals.
 - To ensure the proper maintenance of equipment, and adherence to safety regulations.

4. **(Chip Training and Consulting Pvt. Ltd)**
Unit Supervisor (April 2016-May 2018)
Main Responsibilities:
 - Schedule employees and determine hourly assignments.
 - Partner with management when hiring new employees.
 - Train new employees in routine responsibilities using various and instructional methods.
 - Review employee performance in the department.

5. (Young Leaders Form-YLF)

Project Manager (Oct 2014- March 2016)

Main Responsibilities:

- To establish a system and procedure for logging, responding to and following up of complaints.
- To develop training modules and train project staff.
- Contribute to developing informational material about the grievance handling system.

6. PTCL

Internee (July 2014 to Sep 2014)

- Worked as internee under Engineer Switching PTCL ZTE Peshawar.
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