

## Objective

---

To join a fast paced organization where I can learn new skills and enhance my professional experience to meet organization goals.

## Certifications

---

### NEBOSH INTERNATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY

- IGC1, IGC2 and IGC3 (19<sup>th</sup> March, 2019)

### TWO DAYS WORKSHOP ON OCCUPATIONAL HEALTH AND SAFETY (30<sup>th</sup> Apr, 2016 – 1<sup>st</sup> May 2016)

- Fire Safety, Chemical Safety, Electrical Safety, Permit to Work etc. was taught by a NEBOSH Certified Tutor.

### WEBINAR ON FUNDAMENTALS OF FIRE PROTECTION ENGINEERING AND DESIGN ORGANIZED BY VELOSI ASSET INTEGRITY, HSE & ENGINEERING SERVICES AND H2AIM (PVT.) LTD. (5<sup>th</sup> Sep, 2020)

## Skills

---

### Analytical Skills

Creating worksheets, Pivot-tables, Data Management and data analysis in Excel

### MS Office

MS Excel, MS PowerPoint, MS Word

### Management

Good decision making, strategy, Sales, Operations, Management and team handling skills

## Work Experience

---

### ASSISTANT DIRECTOR – University of Engineering and Technology, Peshawar - PWR, PAK (Dec 2022 – Till date)

- Looking after revenue enhancement cell.
- Planning strategies to increase the revenue by introducing special projects.
- Strengthening the industrial linkages for different R&D projects.
- Analyze expenses of different offices to curtail the unnecessary ones.

### BUSINESS DEVELOPMENT MANAGER – Innovative Composite Engineering - PWR, PAK (Oct 2019 – Mar 2022)

- Contacting potential clients to establish business relation and to arrange meetings.
- Researching businesses and individuals to find new opportunities.
- Attending conferences, meetings and industry events.
- Developing quotes and proposals for clients.
- Procuring raw materials for the production facility.
- Pricing for different products periodically.
- Revising prices for the products on bi-weekly basis.
- Point of contact for all the new and existing clients.
- Managing all the marketing activities.
- Managing the operations of the factory.

### SUPPLY ASSOCIATE (BUSINESS ANALYST) – Careem Pakistan - Peshawar, Pakistan (Apr 2018 – Feb 2019)

- Looking after city Performance including all Key KPI's.
- MTD Target Tracking/Revision on Daily and weekly basis.
- Making new strategies according to the Monthly/Quarterly targets.
- Pricing Tracking for all Car types, including Competition Analysis.
- Captain Payments for Peshawar.
- Launched first ever OC (Franchise) of Careem ESM Pakistan in Peshawar.

**SUPPLY EXECUTIVE (ONBOARDING)** – Careem Pakistan – Peshawar, Pakistan (May 2017 - Mar 2018)

- Responsible for the onboarding of new captains for Peshawar city.
- Bike Insurance POC for Peshawar.
- Operations head for Regional Office at Peshawar.
- Responsible for bringing in new leads and registration of new captains.
- Conducting sales and marketing activities.
- Trainings.

**INTERN (SD AND HSE)** – MOL Pakistan Oil and Gas Co. - Karak, Pakistan (Aug 2015– Sep 2015)

- Daily safety reports.
- Daily safety trainings to workers.
- Daily safety inspections.
- Safety Inspection of Oil tankers.

**INTERN (FOUNDRY)** – KSB Pumps Company Pakistan - Hassanabdal, Pakistan (Jun 2015– Jul 2015)

- Daily quality checks of parts produced in foundry.
- Testing of parts produced in foundry.

## **Education**

---

**GRADUATE PROGRAM IN ENGINEERING** – University of Engineering & Technology – Peshawar, Pakistan  
Specialization: MS in Materials Engineering (Mechanical Department) (2020-Currently enrolled)

**UNDERGRADUATE PROGRAM IN ENGINEERING** – Ghulam Ishaq Khan Institute of Engineering Sciences & Technology – Topi, Swabi, Pakistan  
Specialization: BS in Materials Engineering (Manufacturing) (2012-2016)