

SYED SABIH MAZHAR

ELECTRONIC ENGINEER

ABOUT ME

Motivated and detail-oriented undergraduate student pursuing a degree in Electronic Engineering, with a strong foundation in electronics, circuits, and technical problem-solving. In addition to technical education, possess hands-on experience as an HR Manager and Account Manager, demonstrating excellent communication, leadership, and organizational skills. Adept at balancing academic responsibilities with real-world business experience.

CONTACT

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EMPLOYMENT HISTORY

Healthcare Call Center Agent | June/1/2025 - Current

Leo BPO Solution | The Medicare Company

- Conducted outbound calls to US citizens, providing information and assistance related to healthcare credentials for conditions like arthritis pain, diabetes, and immune disorders.
- Collected and verified client details to ensure eligibility for medical services and support programs.
- Maintained accurate records of interactions while delivering clear and empathetic communication in a fast-paced call center environment.

Job Application & Account Management Assistant | Feb/25/2025 - May/27/2025

- Managed and maintained LinkedIn profiles and email accounts for clients to ensure a professional online presence.
- Applied for relevant job opportunities on behalf of clients, keeping a proper check and balance on application progress.
- Ensured timely communication and updates through organized account handling and follow-up.

HR Manager | Mar/1/2024 - Sep/1/2024

D2 Soft Intellicence | Software and Business Solution Firm

- Led end-to-end recruitment processes, including job posting, interviewing, and hiring qualified candidates for various roles.
- Managed employee onboarding, attendance, and performance evaluation systems to ensure smooth HR operations.
- Maintained effective communication between management and staff to support a positive and efficient work environment.

ACADEMIC CREDENTIALS

DUET | 2024-2028

Bachelors of Electronic Engineering

SMIT | Batch 15

Web and Mobile App Development

PROJECT

- Made a Travel Website Clone
<https://github.com/Engsabih/travelwebsite.git>
- Made a Travel Website Clone
<https://figmasmit15.netlify.app/>
- Made a Variable Power Supply
- Made a 4 In 1 Automation House

KEY SKILLS

- HTML5
- CSS3
- JavaScript
- C
- C++
- Arduino
- Circuit Designing
- Communication Skills
- Physical Marketing
- MicroSoft Office

CERTIFICATIONS

Runner-up – Student Semester Expo 2024, Dawood University

Awarded for designing and presenting a functional Variable Power Supply project; recognized for technical creativity and practical application.