

# MUHAMMAD ABDULLAH SHARIF

#### **B.TECH HONS ELECTRICAL**

lslamabad, Pakistan

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#### SKILLS

AutoCAD Electrical

Leadership

Teamwork

**Problem Solving** 

Critical Thinking

Communication Skills

**Computer Basics** 

#### LANGUAGES

English Urdu

## **OBJECTIVE**

Looking for challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

# **WORK EXPERIENCE**

## **DATA ENTRY OPERATOR**

# **Phonovo Pvt Limited**

2016 - 2018

- Convert the user data from hard formats into soft format and maintain them in the meaningful form.
- Update the existing data according to the requirement.
- For storing purpose used different software like MS Excel and other Spreadsheets.
- Research and obtain further information for incomplete documents.
- Generated weekly base reports and stored them in designated locations and perform backup operations.
- Maintains the confidentiality of sensitive information.

### **GENERATOR OPERATOR**

#### **Bahria Town**

2018-2019

- Start and stop the generators.
- Operate and control power generators, ensuring proper start-up, shutdown, and monitoring of equipment performance.
- Managed the load distribution of the power.
- Conduct routine inspections and maintenance of generators to ensure they are in optimal working condition.
- Keep detailed records of generator performance, maintenance activities, fuel consumption and other relevant data.
- Familiarize with emergency protocols and procedures to handle critical situations effectively.
- Assist in monitoring expenses related to generator maintenance and fuel consumption.

## **EDUCATION HISTORY**

#### **B-TECH HONS**

2013-2017

Preston University Islamabad

• 3.6 CGPA