

ALI BILAL

Curriculum Vitae



Networking | Computers | Administration | Engineering

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ALI BILAL

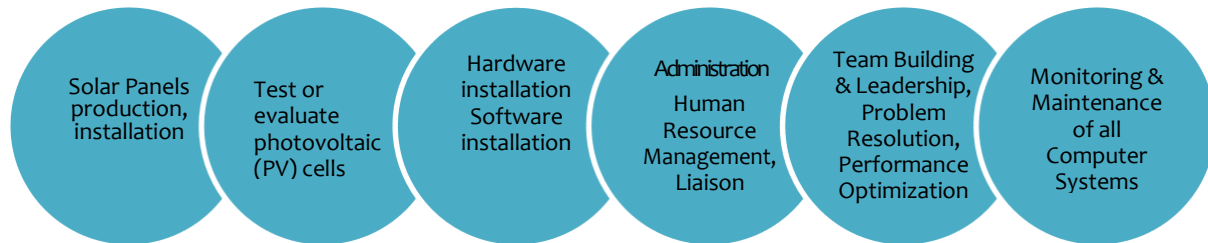
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NETWORKING | COMPUTERS | ADMINISTRATION | ENGINEERING

SUMMARY OF QUALIFICATION

- Ingenious, results-oriented and profit driven professional with strong background in computer, networking. Communication, IT relates work.
- Seeking new challenges and opportunities in the Solar Energy field, with a progressive institution where I can fully utilize my potential and broaden my knowledge and render my services in a dynamic environment.
- Fully acquainted with the entire gamut of functions involved in HR processes, performance management, recruitment, training/development, employee relations and organizational behavior. Quick learner with sharp, analytical mind.
- A thorough professional with strong work ethics, continually striving for improvement coupled with excellent administrative aptitude with an eye for detail and the commitment to offer quality work.
- Good planning and prioritizing skills to manage a varied and pressurized workload while focusing on the "Big Picture". Exhibit an honest work ethic with strong problem solving and analytical skills, flexibility, resourcefulness and the ability to work cohesively as part of a multidisciplinary team.

Added Expertise:



CAREER HISTORY

GLOBAL ENGINEERING SERVICES (PVT) LIMITED, Pakistan

Solar Engineer (Production & Installation) (Feb 2017- Dec 2017)
Office Administration



PERFORMANCE MILESTONES

- Supervise administrative staff and divide responsibilities to ensure performance.
- Manage phone calls and correspondence (e-mail, letters, packages etc.).
- Solar Module Production, Testing, Installation.

DOMAIN SKILLS & RESPONSIBILITIES

Responsibilities:

- Planning of infrastructure buildup, integration and Installation of machinery (in startup).
- Supervise administrative staff and divide responsibilities to ensure performance.
- Manage phone calls and correspondence (e-mail, letters, packages etc.).
- Installs, moves, and modifies telecommunications and related equipment according to job order specifications, standards, and procedures

- Maintains and repairs telecommunications systems and equipment according to manufacturer recommendations and specifications.
- Diagnose hardware and software problems, and replace defective components.
- Maintain and administer computer networks, including computer hardware, system software, applications software, and all configurations.
- Perform routine network start up and shut down procedures, and maintain control records.
- Solar Module Production, Testing, Installation.
- Test or evaluate photovoltaic (PV) cells or modules.
- Review specifications and recommend engineering or manufacturing changes to achieve solar design objectives.
- Develop standard operation procedures and quality or safety standards for solar installation work.

EDUCATION

✎ **Bachelors of Science in Electronics (Hons)**, SARHAD University of IT, Peshawar (2013)

✎ **H.S.S.O (Pre-Engineering)**, Chishtian Post Graduate College, Chishtian (2009)

INTERNSHIP AND TRAINING

✎ **CCNA Course Training**

Two Months CCNA Course Training at CORVIT CISCO INSTITUTE RAWALPINDI

✎ **MCSE-2012 Course Training**

Two Months MCSE-2012 Course Training at CORVIT CISCO INSTITUTE RAWALPINDI

✎ **ELECTRONICS Internship**

One Month Electronics Training at Heavy Mechanical Complex Taxila (Govt. of Pakistan)

PROJECT

✎ GPS GSM Based Vehicle Tracking System.

KEY SKILLS

✎ Presentation skills

✎ Decision making skills

✎ Communication skills

✎ Qualitative skills

✎ Analytical skills

IT SKILLS

✎ Microsoft Office, Windows (2000/XP/2003/7/8/8.1, 10) and Writing Skills

PERSONAL DETAILS

✎ **Date of birth:** 4th Mar 1990

✎ **Father Name:** Muhammad Arshad

✎ **Languages:** English, Urdu Punjabi

✎ **Passport #:** BY3703611

✎ **Nationality:** Pakistani

✎ **Marital Status:** Single

References

Will be provided upon request...