MUHAMMAD BAQAR

****Date of Birth: 10-4-1993

Phone #: 0314-2894403

Email: subdaq@gmail.com

City: Karachi

**Objective:**

To work with highly professionals team of Electronic Engineering. In order to enhance knowledge, technical and professional skills within dynamic environment, where sincerity, dedication and ability to manage task are pre-requisite in driving the organization forward.

Field of Interest:

* Industrial/administration /marketing .

**Scholastics:**

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| --- | --- | --- |
| **Qualification** | **Institution** | **Completed/Year** |
| **BE(Electronics)** | **IQRA UNIVERSITY** | **2017** |
| **DAE(Electronics)** | **ST,PATRICKS TECHNICAL INSTITUTE** | **2011** |
| **Matriculation(science)** | **YOUNG CITZEN MODEL SCHOOL** | **2008** |

**Academic Achievements:**

* Earned Scholarship from School.

**Elective Courses:**

* Management, Industrial Marketing, Supply Chain Management, Sales Management\*, International\*In process

**Work Experience:**

* **26dec 2017 to 3aug 2017 at ptcl contact center providing technical support of and telephone and smart tv,**
* **1 Nov 2017 at ptcl as tpi (triple play installer) also non as line.**
* **Repairing of broadband, telephone and smart TV**
* **Maintains of broadband, telephone and smart TV**
* **100 pair cables/50 pair cables jointing also checking purpose. Both primary and secondary cables.**
* **Generating sales/orders**
* **Admin manager at hilltop hotel, key responsibilities was filling, recording, handling reports and presentations,**

**To take and given daily updates to labors**

* **Organizer Member of Karachi speech and declamation society (KSDS) since 2016**

**Major Responsibilities:**

* Attends Labor, Commercial and Eviction litigation, recovery cases and arbitration disputes.
* Monitors the implementation of Labor and Corporate laws.
* Provides guidance for Legal Proceedings.
* Supports HR department on disciplinary proceedings on a day-to-day basis.
* Supports Admin department on eviction matters.
* Monitors commercial and corporate affairs to ensure that there are no legal complications.
* Drafts and reviews various company documents including charge sheets and show cause notices.
* Drafts plaints, petitions, legal notices & its replies.
* Prepares legal correspondence.
* Follow up of Labor, Eviction Commercial, Corporate, and Consumer Litigation at regional level.
* Liaisons with regions regarding Progress of Cases.
* Ensures compliance with legal and ethical standards
* **Generation of sales/orders broadband, telephone and smart TV**
* **6weeks summer internship at Pakistan state oil company ltd.**
* **Computer hardware ,software ,rearing and networking from infra and working there last 2015**

**Major Term Papers / Reports / Projects:**

* Made project conveyer belt(Final year project)
* Wrote periodic report on conveyer belt
* Informative report about gilgit baltistan
* Using Adriano & microcontroller made projects
* Electronics projects included c++ language
* Research and analyzed the Sales problems
* Studied the marketing demand & supply
* Potential of using Mat lab, Multism and AutoCAD,

**Extra-Curricular Activities:**

* Worked as organizer member & Coordinator in educational events.
* Group work included projects and managing work
* Group disconnections in different scenarios
* Captained College’s Cricket and Badminton teams in Inter-College competitions organized by Board of
* Intermediate Education, Karachi.

**Skills and Interest**

* Microsoft which included Microsoft excel, Microsoft word &power point,
* Computer hardware, software and networking,
* Computer languages (c++ language, assembly language.
* Software’s command on mat lab, electronic workbench, multisim, proteus and autocade .
* Can speak, read English fluently, Urdu and mother tong shina.
* Excellent Analytical and Observational Skills

Reference: Allah al mighty