

Abdul Rauf

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CAREER OBJECTIVE

To continue learning and make a career with an organization with long term commitment, that will utilize my dedication and working skills to benefit mutual growth and success. I have strong urge to make a difference for both, people around me and myself. Curiosity is what drives me.

CORE COMPETENCIES

- Customer Services
- Cost Efficient
- Team Focused
- Project Management
- Detailed and Organized
- Decisive

PROFESSIONAL EXPERIENCE

VITAL POWER & ELECTRICAL WORKS, Lahore, Pakistan

Project Coordinator & Team Lead, Feb 2020 – Aug 2021

Outline:

Acting as a first point of contact for all clients, company and for entirely smooth operations of billing. Maintaining utmost level of professionalism and adherence to strict procedures and policies of the company.

Key Responsibilities:

- Ensure compliance with the Company's policies and procedures, and contribute to the development and updating of billing policies, procedures, and guidelines
- To achieve the departmental goals while operating in a fast paced environment
- Coordinate with client and direct office services, such as records, departmental budget preparation and personnel issues
- Problem solving to minimize risk and ensure accurate billing
- Identify discrepancies and improve existing process
- Delegating tasks and set deadlines for internal team
- Monitor team performance and report on weekly basis
- Providing billing-related information/documents to clients as and when required
- Maintain good relation with client & taking feedback from the client
- Preparation of weekly reports, monthly reports, look-ahead schedules, and catch-up plan etc.
- Preparation of project closeout plan and report
- Dealing with WAPDA Authorities for the resolution of sites issues
- Oversee day-to-day operations
- Recruiting, interviewing, and hiring of new team members

EDUCATION

COMSATS UNIVERSITY ISLAMABAD, SAHIWAL CAMPUS

Bachelor of Science in Software Engineering, Jan 2020

BISE MULTAN

FSC Pre-Engineering, Jan 2015

REFERENCE

To be provided on demand.