

Abdullah Afzal

Islamabad

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To work on a challenging job profile which provide an opportunity to enhance my technical skills and knowledge, this could provide me an insight into a new aspect. So that it would be helpful for my career.

Willing to relocate: Anywhere

Work Experience

Head Clerk/ Superintendent

Pakistan Army (HQ) - Rawalpindi-Pakistan

July 2020 to Present

- Act as Section Head of one of the Wing of Human Resource Directorate.
- Responsible for keep track of routine correspondence between Director (Brigadier) and Director General (Major General) of Directorate.
- Responsible for the Preparation of Minutes of Meetings (BOGs/ Executive committee meetings)
- Preparation of Minute Sheets/ NFCs and take necessary approvals from competent authorities.
- Responsible for arrangements of conferences, BOGs and Executive Committee Meetings held at HRD Directorate at Army Officials level.
- Supervise the process of drafting, record keeping and processing of documents specially cases in hand.
- Assign work to lower staff (Junior & Senior Clerks).

Management Trainee Engineer (MEPCO)

Multan Electric & Power Company Limited (MEPCO), Multan, Pakistan - Multan

November 2017 to March 2018

- Supervision of routine correspondence related to Switchyard and Control Penal room.
- Responsible for safety related matters at workplace.
- Assist Substation attendant in preparations on safety measures.
- Preparation of monthly Excel Data Sheet of Substation.
- Responsible for routine toolbox talks with workers.

Assistant Safety Supervisor/ Junior HSE Officer

2. Al Qaim Plastic industries (Pvt) limited, Multan, Pakistan - Multan

January 2016 to January 2017

- Execute regular site visits to ensure observance of all Safety Regulations during the performance of routine working / Special Technical Procedures (STPs).
- Aid Safety Supervisor in conducting orientation sessions for Fresh Inductees and Contractors.
- Arrange weekly inspection of workplace under the supervision of Safety Supervisor.
- Arrange/ Conduct periodic interview sessions of Employees to know their concerns and to take their input incase of any change respectively and form report for the onward submission to Safety Supervisor for Management perusal.

Management Trainee Engineer

Pak Elektron Limited(PEL) Lahore Pakistan - Lahore-Pakistan.

August 2015 to October 2015

- Take multiple sessions on manufacturing process of Power Transformers and their testing procedures.
- Collect daily input from field workers to make data sheet for onward submission to management.
- Learn the safety procedures for the testing and operations of Power Transformers manufactured in PEL.
- Make a report based on project assigned by Senior Supervisor/ Senior Engineer.

Education

Bachelor's in BSc Electrical Technology

Bahauddin Zakaria University - Multan

2013 to 2017

Skills

- Safety Field (2 years)
- Microsoft Office (3 years)
- Office Automation System (2 years)
- Trainer (Less than 1 year)

Languages

- English - Expert
- Urdu - Expert
- Punjabi - Fluent
- Saraiki - Intermediate
- Arabic - Beginner

Links

https://web.facebook.com/?ref=tn_tnmn&_rdc=1&_rdr

Military Service

Branch: Military Intelligence Directorate & Human Resource Development Directorate, Army HQ

Service Country: Pakistan

Rank: Upper Divisional Clerk and Superintendent

July 2020 to Present

- Filing
- Drafting
- Preparation of NFCs

- Security Supervisor

Commendations:

- Remain Top Performer for year 2021 in Filing and Drafting.
- Personnel Evaluation Report remarked as Outstanding by Director.

Certifications and Licenses

NEBOSH-IGC

October 2022 to Present

- NEBOSH IGC, qualified and make Practical Risk Assessment Report which was highly appreciated by Institution and Safety Experts.

Basic Office Management Training-NITB

June 2021 to Present

- HR Matters
- Official Correspondence
- NFCs Making
- Office Supervision

Basic Office Induction Training of Army HQ.

September 2021 to Present

Official Discipline Official Ethics Documentation, Drafting, Disposal and maintaining.
Dress Code Official Secret Act

Engineering Technologist

June 2022 to Present

Registered with National Technology Council of Pakistan as an Engineering Technologist.

Additional Information

- ❖ Work with positive attitude to contribute the healthy functioning of organization.
- ❖ Self-confident and great patience.
- ❖ Analyzing every angle of a project before working on it.
- ❖ Willingness to learn.
- ❖ Adaptability to change environment.