

# CV for Electrical /Fiber/IT/ HVAC Technician



## Abdul Quddoos

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### **OBJECTIVE**

Seeking challenging and rewarding position in a rapid growing organization. A position, which make use of my Safety HSEE Knowledge, Electrical, Civil, Mechanical, Computer knowledge and experiences. Able to work efficiently and effectively in a team or individually with vision to enhance my professional abilities. Want to be the part of the team where elevated, progressive and productive ideas are appreciated and encouraged ready to take challenges.

### **TOTAL SITE EXPERIENCE:**

10 Years

### **WORK EXPERIENCE**

#### **AS SITE SUPERVISOR FROM 2019 To 2021.**

Hadia Contracting Enterprises Pvt Ltd



#### **DUTIES & RESPONSIBILITIES:**

- ✓ Supervising workers, subcontractors and work activities.
- ✓ Preparing and presenting site inductions, safety briefings and toolbox talks.
- ✓ Assessing and managing safety hazards.
- ✓ Ensuring appropriate site rules and welfare facilities are in place.
- ✓ Carrying out regular inspections.
- ✓ Helping project managers to plan the work programme.
- ✓ Helping co-ordinate deliveries of materials, plant and equipment.
- ✓ Completing records for site reports.
- ✓ Attending site management meetings.
- ✓ Carrying out regular inspections to ensure compliance with relevant legal requirements, processes and procedures.
- ✓ Raising safety concerns at the appropriate level.
- ✓ Resolving problems and implementing improvements.
- ✓ Organising and overseeing external inspections, such as with a health and safety inspector.
- ✓ Providing emergency first aid if required.

#### **AS ELECTRICAL TECHNICIAN FROM 2013 To 2019.**

Saudi Electricity Company



#### **DUTIES & RESPONSIBILITIES:**

- ✓ Attend the complain in office related to Electrical, Mechanical, Civil, Telecom, IT then take action as required.
- ✓ Purchases the accessories then send to site as requested from sit
- ✓ Follow up to end the job then give the report to manager.
- ✓ Follow up maintenance of office machinery and workshop equipment.
- ✓ Follow up building maintenance and industrial also.
- ✓ Follow up to rotting equipments from where house to Project Site and record to log sheet.

- ✓ Visit to site as required.
- ✓ Installing to the Electrical Accessories in building and substation and Cable pooling.
- ✓ Read and interpret drawings, circuit diagrams, and electrical code specifications to determine wiring layouts for new or existing installations.
- ✓ Install conduits, tubing, and cable trays for wires and cables.
- ✓ Pull wire through conduits and cables through holes in walls and floors.
- ✓ Install, replace, and repair lighting fixtures and electrical control and distribution equipment, such as switches, relays, and circuit breaker panels.
- ✓ Test continuity of circuits using test equipment to ensure compatibility and safety of the system, following installation, replacement, or repair.
- ✓ Test electrical and electronic equipment and components for continuity, current, voltage, and resistance,

### **AS Electrical/Fiber/IT Technician 2012 To 2013.**

ARAMCO SATORP (Saudi Aramco Total Refining and



#### **DUTIES & RESPONSIBILITIES:**

- ✓ Install electrical systems, IT systems, Fiber accessories
- ✓ Diagnose problems, check current leakages and work with varied voltages to fulfill client's power source demands
- ✓ Follow workplace safety guidelines while maintaining a safe and clean work area
- ✓ Install relays, switches, circuit breaker panels and grounding leads
- ✓ Handle terminations in keeping with color codes

### **AS Electrical Technician 2012 To 2012.**

SABIC SADAF Plant (Saudi Petrochemical Company)



#### **DUTIES & RESPONSIBILITIES:**

- ✓ Check electrical systems in Panels.
- ✓ Diagnose problems, check current leakages and work with varied voltages to fulfill client's power source demands
- ✓ Follow workplace safety guidelines while maintaining a safe and clean work area
- ✓ Install relays, switches, circuit breaker panels and grounding leads
- ✓ Handle terminations in keeping with color codes

### **ABILITIES & STRENGTH**

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- Innovating, hardworking, honesty & technical mind.
- Self motivated and capable to mix easily with different situations.
- Performance assigned tasks with great responsibility.
- Excellent interpersonal and teamwork skills.
- Professional approach to the job and in matters assigned to me.
- Assignment of activities to workers (Tradesman's, charge hand & labors)
- who have the required skill to accomplish the job within tolerances.
- Coordination with, engineers, safety department etc.
- Organizing required material, tools & equipment to the workplace.
- Collecting all the required information & explaining these to subordinates.
- Assigning & motivating manpower to achieve the goal efficiently.
- Calculating the resources required to accomplish the job.
- Able to knowledge of fire fighting mechanical work on the site.
- Able to knowledge of supervision electrical wiring.
- Familiar with general office work like CD/DVD Writing, Hardware/Software Installation, Scanning, Printing, Composing, Designing, Formatting, Processing

- Operate Computer System with Windows XP, Windows Server, Windows Vista, Windows 7 Microsoft Office, Premier Pro5.5, Adobe PhotoShop, Coral Draw, and In page

## EDUCATIONAL QUALIFICATIONS

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<b>2013</b>	<b>BA Bachelor In Arts (Group Mass Communication)</b> From Allamalqbal Open University, Islamabad
<b>2008</b>	<b>Higher Secondary School Certificate</b> From Federal Board of Intermediate and Secondary Education Islamabad
<b>2000</b>	<b>Hafize Quran-e-Pak</b> From JamiallmeaRizwayaZialUlquraran I-10/4 Islamabad

## PROFESSIONAL VOCATIONAL CERTIFICATES

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- ❖ **OSHA Safety Course.**  
From Saudi Arabia in Dammam
- ❖ **Computer Basic Courses**  
From Trade Training Center Ministry of Education G-9/2 Islamabad Pakistan
- ❖ **Computer Hardware and Networking course.**  
From National Training Board, Technical Training Centre  
Ministry of Labor and Manpower & Overseas Pakistan Government of Pakistan
- ❖ **English Typing Course**  
From Zeshan Typing College G-9 Markaz, Islamabad, Pakistan
- ❖ **Spoken English Short Course**  
From Pak Capital College of Information Technology, Islamabad, Pakistan
- ❖ **Programming Logic Control (PLC) Course.**  
From National Training Board, Technical Training Center,  
Ministry of Labor and Manpower & Overseas Pakistanis, Government of Pakistan
- ❖ **Industrial Electrician Course.**  
From National Institute of Science and Technical Education (NISTE) Islamabad  
Collaboration by National Vocation and Technical Education Commission (NAVTEC)  
Prime Minister Secretariat, Government of Pakistan
- ❖ **Building Electrician Diploma 1 year**  
From National Training Board, Technical Training Center,  
Ministry of Labor and Manpower & Overseas Pakistanis, Government of Pakistan
- ❖ **Refrigeration and Air-Conditioning Course (RAC)**  
From National Institute of Science and Technical Education (NISTE) Islamabad  
Ministry of Education, Government of Pakistan
- ❖ **Optical Fiber Course.**  
From National Institute of Electronic, H-9, Islamabad  
Collaboration by National Vocation and Technical Education Commission (NAVTEC)  
Prime Minister Secretariat, Government of Pakistan

## PERSONAL INFORMATION

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Age : 35 Year Old  
Date of Birth : 15 Feb, 1986  
Gender : Male  
Religion : Islam  
Marital Status : Married  
Current Resident : Islamabad, Pakistan  
Citizenship : Pakistan  
Contact : 00923125969168  
E-mail : h.greenmughal@gmail.com  
Driving License : Saudi Arabia (Light)/ Pakistan  
Languages spoken : Arabic, English, Urdu, Hindi