

CURRICULUM VITAE

Mahnoor Rehman

(Chemical Engineer)



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Visa Status : Visit Visa (Valid till 17th December, 2021)

CAREER OBJECTIVE:

To work diligently in accordance with the true spirit of professionalism for an organization that offers challenging tasks and opportunities for growth & career development. Highly motivated on having 2 years of experience; seeking a challenging position in order to rise upto the higher management levels to accelerate the career growth where I can apply my practical knowledge & professional experience as well as my skills along-with the aim to contribute towards an organizational success, by enhancing ethical & competency standards, and to meet the organizational expectations.

CORE COMPETENCIES & SPECIALTIES

Ability to organize personal work priorities, Ability to work independently and as part of a team, Ability to research and analyze data effectively, Strong ability to use standard business software and applications, Event Management, Employee Relations, Time Management, Recruiting & Selection, Record Management, Office Management, Creative, Innovative, hardworking & Possessing leadership abilities. Team oriented Competitive, and excellent communication & interpersonal skills Ability to work in stressful environment. EIA/HAZOP Reports Development. Quality Standards ISO 9000, 14000, 45001.

PROFESSIONAL CAREER SUMMARY

S/ No.	Organization Name	Organization Type	Designation	Tenure	
				From	To
1.	Business & Engineering Trends	Engineering	Application & Support Engineer	26.03.2019	To-date
2.	Bin Tariq (Pvt.) Ltd.	Composites Industry	Assist to Admin & HR Manager	20.10.2018	05.03.2019
3.	Nimir Resins Limited	Chemical Industry	Trainee Engineer	01.08.2018	15.10.2018

PROFESSIONAL WORK EXPERIENCE

Organization: Business & Engineering Trends
Organization Type: Engineering, Manufacturing Fiberglass Boats, Tanks and Lining work
Designation: Application Support Engineer
Tenure: 26.03.2019 to-date (Currently Working)
Location: Lahore
Reporting to: Sales and Marketing Manager

Brief Job Description

Sales and Project Department

Plan, organize and control following Sales and project operations: -

- Assist the Manager and sales team in cost estimation, planning and implementing strategies to for projects of Chemical Processing Industries
- Coordinate daily with the clients/contractors to interpret their needs and requirements and represent them in the field (e.g., sales processes, orders and payments)
- Preparation of quotations, keeping record in master file
- Following up all offers and converting it to purchase orders
- Pricing of each and every item and review of costs after every shipment
- Preparing, scheduling, coordinating and monitoring the assigned engineering projects
- Manage the resources and supply of materials for projects.
- Lead technical workers technical expertise on projects.
- Holding weekly meetings and setting targets for individual & whole team.
- Compiling and analyzing performance weekly & monthly reports for senior executives.

Organization : Bin Tariq (Pvt.) Ltd.

Organization Type : Composites Material Industry

Designation : Assist to Admin & HR Manager

Tenure : From 20.10.2018 to 05.03.2019

Location : Lahore

Reporting to : Manager of Admin & HR

Brief Job Description

Administration Department

Plan, organize and control following Administration operations: -

- Supports the human resources department by screening, testing, and interviewing applicants.
- Sets up and schedules complicated meetings for interviewees, hiring managers, employees, and department heads.
- Receives and distributes office mail.
- Schedules and organizes appointments; takes minutes during departmental meetings.
- Proofreads and types documents and correspondence produced by the department.
- Processes required paperwork for employee transfers, changes in job classification, salary increases, and other related employment matters.
- Organize, compile, update company personnel records and documentation
- Prepare and take approval from Head for Salary Structure.
- Participates in executive, management, and company staff meetings and attends other meetings and seminars.
- Recording, maintaining and monitoring attendance to ensure employee punctuality.
- Assist Head in the issuance of Offer letter, Appoint Letter, Employment Contract of the selected candidates.

Organization : Nimir Resins Limited

Organization Type : Chemical Industry

Designation : Trainee Engineer

Tenure : From 01.8.2018 to 15.10.2018

Location : Lahore

Reporting to : Project Manager

Brief Job Description

- Completing all tasks set by the Plant manager and assisting.
- Inspect each production unit and collating data.
- Attending workshops for both electrical and mechanical work
- Submitting to all forms of evaluation during the internship period.
- Using scientific principles related to magnitude, momentum, heat transfer etc.
- Make a clear study on cooling tower, RO Plant, heat Exchanger & troubleshooting plant/process problems
- Assessing safety and environmental issues
- Ensuring safe working conditions and compliance with health and safety legislate
- Compiling reports and delivering presentations to Plant Manager.

HONOUR & AWARDS

- Executive member at society of Chemical engineers
- Attended workshops on safety at university level
- Rewarded certificate for participation in Internship Presentation competition by SCE
- Pakistan Engineering Council (PEC No: - CHEM/18168)

QUALIFICATION

Bachelors in Chemical Engineering	-	University of Engineering and Technology, Lahore.
F.sc pre-engineering	-	Punjab Group of Colleges
Matriculation	-	Science High School, Khanewal

COMPUTER LITERACY

- M.S OFFICE TOOLS (Word, Power Point, Outlook and Excel);
- ASPEN PLUS (Process Design and Simulation for Chemical Plants)

EXTRA CURRICULUM

- Reading Newspaper
- Programming & Surfing through internet
- Keep in touch with current affairs
- Playing indoor & outdoor games

PERSONAL INFORMATION:

Father's Name	:	Abdul Rehman
Date of Birth	:	05 May 1996
CNIC	:	36103-73861436
Permanent Address	:	Colony # 2, Street # 1, Near Islamia Degree College Khanewal