

## MUHAMMAD TAUQEER

### Graduate Electrical Engineer

Add: Hous#C-50, Soda graan society Malir halt, Karachi

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Email: engr.tauqeer76@gmail.com

PEC Registration No. PEC/Elect/41805



### Personal Summary

Electrical Engineer with experience of more than 6 years in utilities & maintenance, worked with different employers. Currently as Officer Building in Allied Bank Limited.

### Career Objective

Actively looking for a higher position and grade that will enhance my knowledge, improve my skills, broaden my experience and as a consequence my life standard.

### Education

MBA	Supply Chain Management	Bahria University Karachi	CGPA 2.96	2020
B.E	Electrical (Power)	Quaid-e-Awam University, Nawabshah	1 <sup>st</sup> Div (78.27%)	2013
Intermediate	Pre-Engineering	Bahria College, Karachi	1 <sup>st</sup> Div (67%)	2008
Matriculation	Science	Army Public School Karachi	1 <sup>st</sup> Div (80%)	2006

### Major Subjects

Generation, Transmission, Distribution and Utilization, Power system protection.

### Major Areas of interest

Utilities, Maintenance, Energy management, power plants.

### Internship

**SIEMENS Pakistan** (Department of Business Unit-Renewable &Electrical Services)

### Industrial Visit

Textile Institute of Pakistan

PAK Steel Mill Karachi.

Siemens Pakistan.

National Transmission and Dispatch Center Jamshoro Sindh.

## **Current Experience**

**Allied Bank Limited**

**Officer Buildings**

**General Services & Real Estate Group**

**July 2017 Onwards**

## **Responsibilities**

- Manage Building Maintenance works.
- Manage Housekeeping staff and their job roles.
- Manage technician team for different works.
- Manage water and sewerage cleaning in the Building.
- Checking fire extinguishers and arrange refilling when needed.
- Controlling all types of insects, rodents by proper fumigation.
- Maintain MIS of daily, weekly, monthly and annually reports.
- Maintain log sheet of daily issues of the building and rectify them in minimum possible time.
- Rectify telephone line issues through PTCL and our staff.
- Request quotations from vendors for different works.
- Obtaining approvals officially from higher management.
- Processing Utility bills and vendor invoices.
- Analyzing and managing monthly electrical units and diesel consumption.
- Manage timely execution of work from vendors.
- Develop working relationships with different vendors.
- Ensure timely payment to vendors.
- Maintaining all cleaning and waste removal activities in the Building.
- Manage periodic maintenance of Gensets, A. Cs and roof tops.

## **Previous Experience**

**February 2015 to Oct 2016**

Shift In-charge in Orient Energy Systems (Pvt.)  
Ltd. (Operation & Maintenance)

5.8 MW Gas Power plant

**March 2013 to Jan 2015**

Shift In-charge in H.S Engineering &  
services (Pvt.) Ltd.

Operation & Maintenance Department

2MW Gas Power plant

## **Communication Skills**

Good at Read, write and speak in English and Urdu.

## **Computer Skills**

MS-Office, internet browsing, software installation etc.

## **Personal Information**

Father Name: Ghulam Shabbir

Nationality: Pakistani

CNIC# 42201-3196376-7

D.O.B 15-07-1989

## **Reference**

Will be furnished upon request.