

## CURRICULUM VITAE



**Mr. RAHEEL KHAN**

**Mobile No. :**  
**03144144086**

Email ID:  
[mraheelkhan123@gmail.com](mailto:mraheelkhan123@gmail.com)

Main Post Office Burhan  
Burhan Village  
District Attock  
Tehsil Hassan Abdal

### **QUALIFICATIONS**

***Diploma of Associate  
engineering in ELECTRICAL-  
2021***

*PUNJAB BOARD OF TECHNICAL  
EDUCATION LAHORE,*

***Secondary Education-2018***

*RAWALPINDI BOARD PAKISTAN*

***DIPLOMA IN ELECTRICIAN– 2018  
6 MONTHS DIPLOMA***

*GOVERNMENT OF THE PUNJAB  
TRADE TESTING BOARD LAHORE*

### **SUMMARY**

A highly motivated and energetic person with **Electrical, Data entry** experience Diploma ELECTRICAL with site experience CCTV installation and **Electrical** work: distinguished from peers with a track record of superior academic results and determination to capitalize on opportunities. Global outlook fostered by engineering education from a top-rated institute. A quick learner with exposure to cross cultural work environments. Currently looking for a suitable position with forward thinking employer, willing to relocate if necessary.

### **PROFILE**

- Demonstrated experience with broad variety of projects.
- Ability to work in fast-paced environment.
- Excellent communication, presentation and public relation skills.
- Ability to work in with flexible hours.

### **PROFESSIONAL EXPERIENCE**

- **Working as Electrician from January-2022 to January-2023 in UAE**
- **1 Year of experience in Data Entry Work**
- **1 Year of experience as an Electrician and CCTV Operator**
- **Working as an “Electrician” contract base in Local Area from Feb, 2023 to till date.**

### **RESPONSIBILITIES**

- Estimates the time and material costs required for projected jobs; keeps cost and job records and submits reports; initiates requisitions for supplies, tools, and equipment.
- Maintain receipts, records, and withdrawals of the stockroom
- Maintains database by entering new and updated customer and account information.

## PERSONAL SKILLS

*Self-motivated*

*Target driven*

*Initiative*

*Team Management*

*Excellent communication skills*

## LANGUAGES KNOWN

*English*

*Hindi*

*Urdu*

*Punjabi*

## PERSONAL DETAILS

*DOB : 18 sep 2001*

*NATIONAL: PAKISTANI*

*PASSPORT NO : DF4155891*

*MARITAL STATUS: SINGLE*

## OBJECTIVES

Seeking a fulltime position in a challenging and demanding environment focusing on development, to excel and prove my abilities & knowledge in a manner beneficial to both, the organization and my own self development.

## PROFESSIONAL SKILLS

- Ability to understand the electrical materials and equipment's.
- Ability to understand the electrical drawings.
- Ability to understand the Building Wiring, DB Dressing
- Ability to understand the Housing Wiring and DB Dressing etc.
- Ability to supervise the work of skilled workers.
- Organizational and time management abilities.
- Customer service skills.
- Multi-tasking.
- Written and verbal communication skills.
- Utilizing engineering tools

## DECLARATION

I do hereby declare that the information furnished above is true to the best of my knowledge and belief.

**RAHEEL KHAN**