



Adnan Asghar

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ABOUT ME

Results-driven professional with over five years of experience in Electrical Telecommunication Engineering, Cyber Security Management, and Networking. Known for my strong leadership, team collaboration, and problem-solving track record, I excel in balancing technical and administrative roles to drive business growth and optimize processes. Passionate about innovation, safety, and efficiency, I am prepared to lead high-performing teams and enhance operational effectiveness.

WORK EXPERIENCE

Technical Assistant Engineer

National Transmission and Despatch Company Limited [20/07/2017 – Current]

City: Rawalpindi | Country: Pakistan

1. Working as a HSSE Inspector/Assistant.
2. Inspection of sites.
3. OTDR (JDSU) testing both directions/wavelengths.
4. Power Meter (AFL) testing both wavelengths.
5. Visual Fault Locator (JDSU) testing equipment.
6. Optical Light Source (JDSU) testing equipment.
7. Loss /Attenuation and power troubleshooting.
8. O.P.G.W (Optical Phase Ground Wire) is responsible for attaining customer standard installation.
9. Assessing, analyzing, and Reporting problems such as cable fault or damage and working closely with the OFC Technician Team in working out plans for immediate restoration.
10. Provide different electrical equipment and parts for electrical systems.
11. Provide power cables for the underground Electrical system of Bahria Town Islamabad.
12. Installation of Electric meters and electricity through an underground system to the customers
13. Make sure the staff is equipped with PPEs and work site is safe and healthy.
14. Worked as a Record Keeper.
15. Transmission Lines of 500 KV & 220 KV of All North Assest Management NTDCL, Progress Reports of 220 KV & 500 KV Sub-Divisions of NTDCL.
16. Schedule of Maintenance & Shutdown.
17. Cleaning, washing & Disc Insulators replacement, etc of sub/division of NTDCL.
18. Prepare data and information for making regular report data about the progress reports of subdivisions and accounts.
19. Working in HRIS.
20. Worked in the Complaint management system.
21. Prepare the notings for different subjects of Electrical Assignments.
22. Prepare Notice Invitation Quotations.
23. Complete the process of bidding.
24. Train the new employees.
25. Provide the presentations to the newly inducted staff in NTDCL.
26. Work with the Human Resource team and guide them for smooth functionality of the organization.
27. Inspect the monthly, quarterly, and annual progress of sub-divisions and division and Circle levels.

EDUCATION AND TRAINING

Bachelor of Science in Electrical Telecommunication Engineering

Comsats University Islamabad Pakistan [07/02/2011 – 13/03/2015]

City: Islamabad | Country: Pakistan | Website: www.comsats.edu.pk

FS.C

F.G Quaid-e-Azam Degree College Chacklala scheme Three Rawalpindi [10/08/2008 – 13/09/2010]

City: Rawalpindi | Country: Pakistan

Matric

F.G Sir Syed School for Boys Rawalpindi [10/05/1996 – 15/07/2008]

City: Rawalpindi | Country: Pakistan

Safety Inspector

Askari Institute of Information Technology [01/04/2017 – 01/10/2017]

City: Islamabad | Country: Pakistan | Website: <https://www.facebook.com/aitrawatislamabad/> | Level in EQF: EQF level 3

Cyber Security

Technical Education and Vocational Training Authority [09/08/2024 – Current]

City: Rawalpindi | Country: Pakistan

Advance Web Development Course

Corvit [10/07/2024 – 15/10/2024]

City: Rawalpindi | Country: Pakistan

Cisco Certified Network Associate

Ciscom Enterprises Rawalpindi [10/01/2024 – 15/09/2024]

City: Rawalpindi | Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Python / Microsoft Powerpoint / Microsoft Word / Microsoft Excel / SQL / Inpage / Internet Browsing / Data Entry / CSS / Letter drafting / Matlab / C & C++ Language / HTML / Cisco Packet Tracer / Communication skills. / Telemarketing / Office management / Windows Installations / HSE practice / HSE Trainings / Safety, Fire Safety, Fire Protection / Fire & Safety / FIRST AID / cyber security management