

Muhammad Waseem Khalid

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As an electrical engineer with a strong academic foundation and a passion for innovation, I am committed to contributing my technical expertise to dynamic projects in the field. I am a results-oriented problem solver who thrives in collaborative environments and continuously seeks opportunities for professional growth.

EDUCATION

Riphah International University, Islamabad

Sep 2020 – July 2024

BS. Electrical Engineering | CGPA: 3.81/4.00

Swedish Institute of Technology, Rawalpindi

Apr 2017 - Mar 2020

DAE Electrical | Result: 89%

FG School No 2, Rawalpindi

Apr 2013 - Jul 2015

Matriculation | Result: 72%

EXPERIENCE

IT Networking & Embedded Systems

Feb 2023 – Cont.

Experienced in **CCNA & CCNP** including **Routing, Switching**, and creating Vlans, alongside expertise in **Embedded Systems** Design and Programming for Real-Time applications and **Projects**.

Medical Billing

May 2024

Proficient in managing medical billing processes, including **Claims** submission, **Insurance** verification, and **Payment** reconciliation for healthcare **Providers**.

Client Relationship Manager

Jan 2022 – Mar 2024

Manage Client relationships, handled **customer inquiries**, developed strategies to enhance client satisfaction & brand loyalty.

Inventory Manager

April 2021 - Dec 2021

Managed **Products** timely, prepared Reports - coordinating with **Suppliers** to ensure efficient smooth logistics operations.

CSR

Feb 2020 - Oct 2020

Handled **outbound** calls, resolving customer inquiries and providing support to ensure a positive service experience.

CERTIFICATIONS

MATLAB Onramp | MATLAB Inc.

Sep 2024

Mastered MATLAB basics, data types, control structures, matrix operations, plotting, and introductory Simulink for modeling dynamic electrical power systems.

Data Analyst | Leverify

Dec 2023

Gained skills in data analytics, Excel, data visualization, SQL basics, and completed a Capstone project.

CCNA / CCNP | CISCO

Feb 2023

Proficient in networking fundamentals, OSI and TCP/IP models, routing, switching, and network security. advanced routing OSPF troubleshooting network issues. Experienced in configuring routers, switches and VLANs.

SKILLS

- **Technical Skills:** Microcontrollers Arduino, ESP 32, PCB Designing and Soldering, Power Electronics
- **Soft skills:** Proficient in Microsoft Office, AutoCAD, Proteus, HFSS, TinkerCAD, VLSI, Research
- **Personal skills:** Communication, Time-management, Adaptability, Problem solving, Analytical Thinking, Teamwork.

EXTRA-CURRICULAR ACTIVITIES

RESS: As a **Finance Member** at **Riphah Engineering Students Society**, I managed finances, including budgeting, planning, cost management, and reporting. Collaborated with society members for financial stability, made strategic decisions for growth, and ensured compliance with regulations.

Certificate

- Organizing RESS - Management Team 2024
- Organizing RESS - Management Team 2023

04 Jan 2024

21 Dec 2023