



MIAN MUHAMMAD SOHAIB SHAFIQ

ELECTRICAL ENGINEER

CONTACT

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EDUCATION

Master of Business Management

IQRA National University
2018 - 2020

B.Sc Electrical (Communication) Engineering

UET Peshawar
2014 - 2018

Fsc

Fazaia Degree College
2012 - 2014

Ssc

St.Marys High School Peshawar

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Digital Marketing



OBJECTIVE

I am an Electrical Engineer and having keen interest in Electrical Communication Engineering , Management and also in data entry. Using my abilities of hard-work, perseverance and commitment and put my knowledge and experience in achieving organizational objectives thus bestowing my skills contemporary to the organizational needs and my personal growth.



WORK EXPERIENCE

Working as HR (Assistant Manager)

2021 - UP TO DTAE

Mobiserve Pakistan

- Overseeing operations: Managing day-to-day operations, including scheduling, resolving conflicts, and making changes
- Managing employees: Hiring and retaining employees, setting job expectations, providing feedback, and conducting performance reviews
- Managing budgets: Monitoring and tracking operating costs, budgets, and resources
- Managing inventory: Ordering inventory, monitoring inventory, and purchasing inventory based on trends
- Managing customer relations: Monitoring customer satisfaction, managing customer complaints, and resolving issues
- Reporting: Reporting problems or accidents to senior management, and creating reports
- Filling in for senior management: Stepping in for senior management when they are absent

Internship in Rehman Medical Institute

2019

Intern

- Networking components
- Switches, routers, and wireless access points are essential networking components that allow devices to communicate with each other and other networks.
- Computer networks
- A computer network is a collection of interconnected computing nodes that share resources and services.
- Network software
- Network software helps network administrators manage and monitor networks by exposing their inner workings

Internship in National Tele-Communication Dept

Internee

2018

- Communication
- Open and transparent communication can build trust and a positive attitude.
- Respect
- Showing respect to others, speaking politely, and focusing on positive qualities can demonstrate professionalism.
- Teamwork
- Being a team player and willing to help coworkers demonstrates work ethic.
- Asking for feedback
- Asking for and accepting feedback from supervisors and colleagues can help improve productivity and professional demeanor.
- Punctuality
- Being on time or even a little early can show professionalism and frustrate bosses less.
- Positive attitude
- Having a positive attitude towards your job, colleagues, and the organization can improve productivity.

Internship in PTCL

- Provided an opportunity to work on the state-of-the-art technological platforms and exposure to best business practices, under the tutelage of industry gurus.

REFERENCE

Upon Request