

Profile

Mr. Muhammad Javed

Contact No. 00923008939629. 00923332366487

Email: javed39629@gmail.com

Objective:

To excel among the professional and obtain a challenging position in an organization, where I can fully utilize my experience, training and management skills in an innovative and competitive environment while making a significant contribution for the success of organization vision/mission.

Academics:

- SSC. Abbottabad Board.
- HET. Higher Education Test - Pakistan Navy Educational Services.
- BA. Bachelor of Arts (IR) - University of Karachi.

Professional Qualifications:

- CMEA (L) Chief Marine Engineering Artificer Electrical –Pakistan Navy Marine Engineering School.
- DAE. (Electrical) (4 years) - PN Apprentices School.
- Surface War Ship Competency Certificate.
- Unit Watch keeping Competency Certificate - PN Fleet Board Examination.
- Small Vessel Charge Certificate - PNS Shahjahan - PN Fleet Board Examination.
- Submarine Course - PNS Bahadur.
- Nuclear Biological & Damage Control and Fire Fighting - PN NBCD School.
- 6 x Month OEM Training - Operation/Repair Maintenance of 11 KV 3000 KVA Power Generation and distribution system/ (Power house) - Jinnah Naval Base (JNB) Ormara. Imperial Electric Company-IEC
- Machinery Health Management/Basic Vibration Analysis System-EMERSON Educational Services.

Exams Supervisor at Bahria University Islamabad Campus

- 05 Years' service as an Examinations Supervisor in Bahria University Islamabad Campus.
- During the stay maintained the Campus Management System. Thorough vetting, scrutiny and eligibility criteria set for admissions.
- Maintain the master data base promptly in CMS and carrying out the student's registration job dedicatedly.
- Accurately handled and conduct the admissions process.
- Maintained the high standards of office correspondence and determine the office works precisely
- Expert in preparing draft letters, cases file and possessing the quality of thorough vetting. Preparing timelines, work plan schedules and managed the same in better way.

- Controlling/directing the staff, maintain responsibilities for distribution of works amongst the staff in a befitting manner.
- Ensuring prompt dispatch of official business at all stages.
- Maintain the documentation adequately.
- Expert to operate the Office Automation System.
- Supervise the departmental administration and executive correspondence as well as execution of work accordingly in order to maintain smooth operation of office affairs.
- 08 months' job as additional work with HR department to undertake the HR related duties.

Service achievements

- Letter of Appreciation – Pakistan Navy Drafting Authority.
- 22 years served in Pakistan Navy onboard various ships and establishments as Chief Marine Engineering Electrical Artificer.
- Acquiring the managerial, administrative, instructional, technical, and auditor skills analytical capabilities.
- Coupled with broad engineering knowledge and sound engineering practices which augment my capability to undertake any assigned tasks rewardingly.
- Safety Officer, instructor, coordinator and auditor at PN ships and establishments/units.
- Auditing and implementation of BR 2000 (20), BR 2000(52), BR 3000 and BR 2170(1).
- Promote safety culture through seminars, safety review, tours, training and inspection.
- Active monitoring of safety standard operating procedures (SOP), policies, directions and Instructions.
- Methods devised to monitor and review the effectiveness of safety arrangements put into place.
- Played an integral role in preparing safety environment through training programs, safety manual, publishing notices, memos and toolbox. Ensuring time lines, schedules in all aspect of Machinery health.

Skill Enhancement Courses

- Divisional, Administration/management & Leadership-PN school of Management.
- Instructional Techniques – PN school of Management.
- International English Language Course - PN school of Management.
- Communication Skills - PN School of Management.
- National/International Issues – PN School of Management.
- Supply & Secretariat – PN School of Management.
- Safety consideration & Marine Pollution. – PN Engineering School.
- Engineering Management and MMS System – PN Engineering School.
- Basic Computer. MS Word, Excel, PowerPoint - PN Marine Engineering School

Address

H No. KH 1888, Street No. 10, Mohallah Hafizabad

Westridge Rawalpindi.