



Ahad Hassan

Nationality: Pakistani **Date of birth:** 10/12/1993 **Gender:** Male

Phone number: (+92) 3015007535

Email address: ahadhassan13@yahoo.com

Home: House 729 street 19, 47040 wah cantt (Pakistan)

ABOUT ME

To be in a leading organization to nourish my hunger for learning, creativity and innovation in my elected field, and achieve my personal goals well. I am looking to fill a position where my experience can be an asset to the company.

WORK EXPERIENCE

Administration & Procurement Executive

Telenor Pakistan HQ (Fast Engineering Solutions) [20/01/2022 - Current]

City: Islamabad

Country: Pakistan

- Manage all procurement process, preparing BOQ and RFQ's. Generating PO's
- Ensuring compliance with safety standards. Implementing HSE policies, conduct safety training session, toolbox talks and preparing JSA's.
- Organizing, attending, and participating in stakeholder meetings. Providing them with technical services and equipment. Managing Petty Cash for all sides.
- Doing market research and collaborating with different vendors. Create and maintain comprehensive project documentation, tracker sheets, plans and reports.
- Coordinate and schedule equipment and building repairs, installations, and maintenance work with vendors and appropriate in-house staff.
- Manage unplanned maintenance, repair and recovery for the facility as required within the shortest possible time.
- Follow-up on timelines to ensure periodic services such as generator and elevator servicing, facility.

Administration Officer

Fast Engineering Solutions [01/08/2018 - 16/01/2022]

City: Islamabad

Country: Pakistan

- Execute project management administrative and bookkeeping tasks such as managing invoices, purchase orders and inventory reports, among other financial documents
- Supervise the project procurement process
- Meeting with project clients to assess their needs and define project requirements, acceptance criteria and project timelines
- Coordinate the allocation of project resources to ensure the project team has what's needed at the right time
- Assign tasks to team members and help them understand what's expected from them in terms of project milestones and deliverables
- Be the liaison between the project team and project clients throughout the project life cycle
- Help project managers monitor project progress and team members' performance and provide updates to project stakeholders

Trainee Engineer

Pakistan Telecommunication Company Limited [02/02/2017 - 31/03/2018]

City: Rawalpindi

Country: Pakistan

- Troubleshooting network issues and providing IT support.
- Assisting network architects with the design of network models. Deploying and updating software. Monitoring of CCTV.
- Maintaining existing software and hardware and upgrading any that have become obsolete. Monitoring computer networks and systems to identify how performance can be improved.

EDUCATION

BS Electrical Engineering

Hamdard University [2012 - 2016]

FSC Pre Engineering

Indus College Wah Cantt [2009 -2011]

Matriculation

POF Model High School [2007 - 2009]

CERTIFICATIONS AND TRAINING

NEBOSH IGC (Health & Safety)

NEBOSH UK

City: Leicester

Country: United Kingdom

Website: www.nebosh.org.uk

LANGUAGE SKILLS

Mother tongue: Urdu

Other languages: English

DIGITAL SKILLS

Adobe Photoshop, illustrator, AI / Microsoft Office (Outlook, Excel, Word, PowerPoint) / Email Template Markup / Proficiency of using computer and internet / Fundamentals of Computer Networking

PROJECTS

Automatic Bottle Filling System using PLC

[04/10/2015 - 04/06/2016]

REFERENCES

References can be furnished upon demand.