

CURRICULAM VITAE



To,

Respected sir/madam,

Sub:

Application for the post of “**Estimator Switchgear/ Document Controller/Inventory**” in your esteemed organization.

Muhammad Akhtar

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Job History: since 09 years' Experience in UAE.

Seeking a good career and holding a responsible position in the organization and to ensure credible performance to work hard towards exceeding the set goals and contribute for the organization growth.

Work Experience

1. Name of the organization : Al Husam Electrical Control System Est., Sharjah
Duration : January 2016 to July 2024
Position Held : Estimator Switchgear, Document Controller, Inventory.

My Responsibility

The following responsibilities, I was involved in my previous jobs.

- Preparation of Quantity Surveyor & Estimation of the Projects (Switchgear)
- Specialist for handling material approval.
- Estimation & Costing for Switchgear Panels Services.
- Following Enquiries
- Preparation of Quotations in Peachtree Accounting & Quick Book.
- Preparation of BOQ for Material Purchase.
- Estimation Switchgear LV Panels, SMDBs & Final DBs for SEWA & DEWA.

Objective and Overview

- Hands on experience in the U.A.E as (Estimator/Quantity Surveyor/Document Controller/Inventory)
- Specialist for handling material approval.
- Currently working in a well established Switchgear Co. in Sharjah
- Work experience in the Switchgear Department (Estimation & Costing for Electrical Works)
- DEWA, SEWA & FEWA.
- Good academics & very good computer skills especially in AutoCAD, Peachtree, MS Office.

Academic Qualification

- Two Year F.A from the Multan Board, B.I.S.E. Multan Board, Pakistan.

Technical Qualification

- Peachtree
- Quick Book
- Expert Estimation
- Certified in Computer Diploma from Punjab Vocational Training Council.

Professional Experience

Estimator & Quantity Surveyor Team Leader

Al Husam Electrical Control System EST, Sharjah, UAE (for Sharjah Projects)

Al Haditha is one of the leading Electro Mechanical Contracting Co. in Sharjah with Switchgear Division & branch in Sharjah

By working with a team of well experienced Engineers, I became an excellent Estimator & Document Controller Leader, and became confident with the Costing process by working with so many projects independently

Personal Profile and Passport Details

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|------------------|---------------------------------------|
| ➤ Date of birth | 04.11.1986 |
| ➤ Gender | Male |
| ➤ Place of birth | Sahiwal, Pakistan |
| ➤ Visa Status | Employment Visa. |
| ➤ Nationality | Pakistani |
| ➤ Religion | Islam |
| ➤ Marital status | Married |
| ➤ Language Known | English, Urdu, & (Arabic not fluent). |
| ➤ Reference | Available on request |
| ➤ Phone | 054-5472791 |

I hereby declare that the above statement furnished is true to best of my knowledge

References:

Shall be available upon request