



# Faisal Shahzad

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**Date of birth:** 27/05/1988 | **Nationality:** Pakistani | **Gender:** Male | (+92) 3115869508 |

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Abu Huraira Street Sadat Colony, Tehsil Taxila, Distt Rawalpindi, Wah cantt, Pakistan

About me: Reliable with a high commitment to safety and productivity. Dedicated to accurate, efficient work and regulatory compliance. Professional and organized with demonstrated communication and team work abilities.

## ● WORK EXPERIENCE

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19/08/2010 – 30/09/2019 – Islamabad, Pakistan

**TECH 1 – HQ STRATCOMM(SPD)**

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During my service i perform both duties admin and technical some the duties and responsibilities are listed below:

- Keeping Records of all Documents.
- Maintain schedule and maintenance of generators
- Keeping Record of maintenance
- Research, Design, evaluate, install, operate, and maintain mechanical products, equipment, system and processes to meet requirements, applying knowledge of engineering principles. Assisting with Mechanical Installations.
- Investigate equipment's failures and difficulties to diagnose faulty operation, and to make recommendations to maintenance crew.
- Oversee installation, operation, maintenance, and repair to ensure that machines and equipment are installed and functioning according to specifications. Identifying malfunctions and then carrying out repairs.
- Repairing or replacing defective equipment parts.
- Carrying out preventative maintenance.
- Operating of HVAC system
- Keeping Record and normal maintenance of HVAC systems
- Installation & maintenance of Split AC indoor and outdoor units
- Works on telecom side on maintenance of Fiber Optics
- Splicing and testing of optical fiber.
- Control various optical fiber projects
- Currently site in charge of 200 km optical fiber segment
- Routine maintenance and schedule maintenance of optical fiber

01/2016 – 06/2020 – London, United Kingdom

**ADMINISTRATION OFFICER (REMOTE WORK) – PLUS POINT STAFF CONSULTANCY LTD**

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Plus Point Staff Consultancy LTD is UK based recruitment company where i work as part time on remote basis.

My duties and responsibilities are:

review and check applications and supporting documents  
code and process applications into required electronic format  
scan documents into database  
audit on-line applications for accuracy and completeness  
load information onto prescribed databases  
maintain complete activity logs and prepare reports  
respond to requests for information and statistics  
retrieve and present required information in various formats  
manage application changes  
communicate with applicants over the phone and in person  
provide guidance and information on application requirements  
prepared documents for data entry  
verified, updated and corrected source documents  
entered data into designated database and forms  
checked printouts and performed statistical checks for accuracy  
recorded all tasks and activities  
prepared and submitted reports  
routed data to appropriate staff  
researched and retrieved requested data  
performed daily control functions

## ● EDUCATION AND TRAINING

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2005 – Rawalpind, Pakistan

**SECONDARY SCHOOL CERTIFICATE** – Board of Intermediate and Secondary Education

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2009 – Lahore, Pakistan

**3 YEARS DIPLOMA OF ASSOCIATE ENGINEER** – Punjab Board of Technical Education

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2015 – 2016 – Islamabad, Pakistan

**DIPLOMA IN HEALTH AND SAFETY ENGINEERING SAFETY ENGINEERING** – Skill Professional college

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Main subject / occupational skills covered:

- Significance of HSE
- Health and safety Foundation
- Safety at Construction
- Risk Assessment
- Fire Protection
- Engineering Protection
- Fire Protection
- Engineering Safety
- Health, Hazards & Control
- Global Issue of HSE

**Field(s) of study**

- Health and safety

EQF level 2

24/11/2017 – Pakistan

**IOSH MANAGING & SAFELY 5.0** – ACME Institutes of safety Professional

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CURRENT – Pakistan

**NATIONAL EXAMINATION BOARD IN OCCUPATIONAL SAFETY AND HEALTH (NEBOSH)**

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Preparing NEBOSH Examination to be held on 03 Feb 2021

**Field(s) of study**

- Health and Safety

2011 – 2013 – No 85, Street 3, H-8/1 H 8/1 H-8, Islamabad, Islamabad Capital Territory, Pakistan

**BACHELORS OF ENGINEERING** – Preston University

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Got B.Tech Pass Mechanical attested form HEC(Higher Education Commission) Pakistan...

**Field(s) of study**

- B.Tech Pass Mechanical

EQF level 6

## ● LANGUAGE SKILLS

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**Mother tongue(s):** URDU

**Other language(s):**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● ORGANISATIONAL SKILLS

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### KEY SKILLS AND COMPETENCIES

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#### Professional

- Technical documentation and reporting.
- Proficient in MS office programs such as Word and Excel.
- Constant attention to detail.
- Demonstrated leadership skills.
- Can build strong interpersonal relationships.
- Comprehensive knowledge of test instrumentation, measurement techniques and metrology methods.

#### Core Competencies

- Having an analytical mind.
- Ability to problem solve in a logical way.
- Excellent punctuality and attendance record.
- organizational and planning skills
- teamwork
- communication skills
- data collection and management
- attention to detail
- problem-solving
- confidentiality
- reliability

## ● HOBBIES AND INTERESTS

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### Hobbies and interests

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Book reading  
Jym  
Football  
learn new skills  
Swimming  
research

## ● AREAS OF EXPERTISE

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### AREAS OF EXPERTISE

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Manufacturing Operations Support  
Project Management  
Project Planning  
Health and Safety.  
Risk assessment  
Data Entry  
MS Word  
Advanced MS Excel  
Outlook  
Access  
Typing skills - 65wpm  
Excellent spelling and grammar skills  
Database management

## ● ADDITIONAL DETAILS

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### Passport Details

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**Passport No : VR5143422**  
**Passport Issuing Date : 24 Aug 2018**  
**Passport Expiry Date : 23 Aug 2023**