



# MUHAMMAD JUNAID

Electrical Technician | Data Entry Operator | Virtual Assistant

## My Contact

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📍 Tehsil Gujarkhan District  
Rawalpindi, Pakistan

## Education Background

### Bachelor of Arts (BA)

Allama Iqbal Open University completed in 2020

### Associate Engineering

3 Years Diploma Completed in 2013

DAE (Electrical technology) Punjab board of  
Technical Education Lahore

### Matriculation ( Science)

Board of intermediate And secondary  
education Rawalpindi Completed in 2010

## Languages

- English
- Arabic
- Urdu
- Punjabi

## WORK SKILLS

- Fast and accurate typing skills
- Proficiency in MS Office (Excel, Word) and other data management tools
- Proficiency in administrative tools (Calendars, Scheduling Software)
- Excellent written and verbal communication skills
- Data entry and documentation
- Research and reporting skills
- Customer service experience
- Flexibility and adaptability to various tasks

## Additional Skills

- Critical thinking and planning
- Strong construction knowledge
- Project management
- Safety-conscious team player and leader
- Customer service-oriented
- Troubleshooting electrical systems

## About Me

Results-driven professional with 8+ years of experience as an Electrical Technician specializing in AC/DC Photovoltaic systems, electrical design, and CAD. Skilled in data management, MS Office, and database tools as a Data Entry Operator, with strong administrative and multitasking abilities as a Virtual Assistant. Holds a 3-year diploma in Electrical Engineering and a proven track record of precision and efficiency.

## Professional Experience

### Khidmah LLC Company

15th Dec 2020 – 6th Oct 2024 as *Electrical Technician*

Abu Dhabi, UAE

#### Key responsibilities:

- Diagnosing electrical issues by reading diagrams and blueprints
- Installing and repairing wiring and conductive elements and electrical components in buildings and other structures
- Testing and inspecting electrical work like wiring and lighting to ensure safe installation and compliance with regulatory codes
- Planning and designing layouts of fixtures, wiring pathways and other Electrical elements inside commercial and residential buildings
- Inspecting electrical components, wiring, and installations
- Break-down maintenance and repair
- Problem-solving in technical situations
- Adherence to safety protocols and procedures
- Proficient in MS Word and Excel for report generation and documentation.

### TTE ( Technical & Trading) EASA SALEH

Sept 2018 – Oct 2019 as *Electrician*

Dubai, UAE

#### Key responsibilities:

- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures using hand tools and power tools.
- Diagnose malfunctioning systems, apparatus, and components using test equipment and hand tools to identify the cause of breakdowns and correct the issues.
- Connect wiring to circuit breakers, transformers, or other components to ensure proper operation.
- Inspect electrical systems, equipment, and components to identify hazards, defects, or required adjustments or repairs, ensuring compliance with safety codes and regulations.

### Reliance Contracting Company

6 June 2015 – 8 August 2018 as *Electrician*

Abu Dhabi, UAE

#### Key responsibilities:

- Troubleshooting electrical issues using appropriate testing devices.
- Repairing and replacing equipment, electrical wiring, and fixtures.
- Following National Electrical Code state and local building regulations.
- Performing circuit breaker corrective maintenance.

### Behria Town Rawalpindi

03 Year 6 Month as *Electrician*

Pakistan

## Professional Certification's



#### Industrial Electrician (3 months)

Motor control panel work, including installation, troubleshooting, and maintenance  
Punjab Board of Technical Education, Lahore | July 2, 2018 – September 30, 2018



#### Safety Inspector (3 months)

HSE, Firefighting, First Aid, PPE, UAE | July 1, 2018 – September 20, 2019



#### Highfield Level 2 International Award in Emergency First Aid, Defibrillation, and CPR

International Qualification by Highfield



#### Managing Safely

Institute of Occupational Safety and Health | October 24, 2019