

SHEHBAZ NASEEM

Email: shehbazautodoc@gmail.com | **Contact:** +974-70622929

Location: Industrial Area, Al Rayyan, Qatar

Professional Summary

Skilled and reliable automotive technician with over multi-years of professional experience in vehicle diagnostics, repair, and maintenance. Proven track record of working in fast-paced environments, leading workshop teams, and delivering high-quality service that ensures customer satisfaction. Expert in using computerized diagnostic tools, handling complex engine overhauls, and resolving electrical system issues. Certified in AutoCAD with additional knowledge of computer systems. Fluent in English, Arabic, Urdu, and Punjabi, with a strong work ethic and attention to detail.

Education

Matriculation in Science

Government Boys High School Sohdra, District Gujranwala, Pakistan (2012 – 2014)

Diploma of Associate Engineering in Power (Automobile & Diesel)

Govt. Swedish Pakistani College of Technology (2014 – 2017)

AutoCAD Certificate (Mechanical & Civil, 2D&3D)

National Vocational and Technical Training Commission (2016 – 2017)

Skills

- Proficient in vehicle diagnostics and mechanical repairs (engine, brakes, suspension)
- Skilled in using computerized diagnostic tools and scanners
- Strong knowledge of automotive electrical systems and wiring
- Experienced in engine overhauls, tune-ups, and part replacements
- Familiar with workshop safety protocols and maintenance procedures
- Able to supervise and train junior mechanics and helpers
- Knowledge of AutoCAD for 2D/3D technical drafting (mechanical & civil)
- Basic computer literacy: MS Office, software installation, and hardware handling
- Strong problem-solving and troubleshooting skills
- Effective communication with team members and customers
- Multilingual: Fluent in English, Arabic, Urdu, and Punjabi

Professional Experience

Supervisor

Elite Canada Trading & Co | Feb 2019 – Present

- Supervised automotive workshop operations, performed detailed vehicle inspections, and led a team of technicians.
- Conducted diagnostic tests using computerized tools, recommended and executed repairs, and ensured high-

quality service.

- Provided customer estimates and maintained safety and efficiency standards.

Car Mechanic

Technician Garage | Aug 2018 – Nov 2018

- Performed diagnostics and repairs on various vehicle systems, including engines, brakes, and electrical components.
- Conducted engine tune-ups, timing belt replacements, and cylinder head gasket repairs.
- Used tools and diagnostic equipment to identify issues and complete repairs efficiently.
- Maintained a clean and organized workspace and collaborated with team members to ensure timely service.

Inspection Inspector

Pak Wheels | Mar 2018 – Jun 2018

- Conducted comprehensive vehicle inspections including exterior, interior, under-hood, mechanical, and electrical systems.
- Assessed brakes, suspension, tires, drivetrain, and fluid levels.
- Used diagnostic tools to identify error codes and provided detailed reports with repair recommendations.

Helper

National Auto Workshop | Dec 2017 – Feb 2018

- Assisted senior mechanics with basic vehicle repairs and maintenance tasks.
- Supported in tool handling, parts replacement, and workshop organization.
- Gained hands-on experience in automotive systems, safety procedures, and routine servicing under supervision.

Languages

English, Arabic, Urdu, Punjabi

GOVT BOYS HIGH SCHOOL SOHDRA



District

Gujranwala

Provisional And Character Certificate

Session 2012-2014

Group Science

Enrolment No: 2-1-155525-12

Roll No: 444320

Certified that Mr. Sherbaz Naseem

S/O Naseem Akhtar

Has been a bonafide student of this school from 2012 to 2014

He appeared in the S.S. Examination held in March 2014 (Spring) of the Board of Intermediate & Secondary Education, Gujranwala & According to the Result statement supplied by the Board as a regular candidate.

Passed, the Examination, obtaining 724 marks out of 1100

In grade Board B

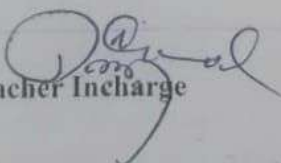
During his stay at this school, he took active parts in Cricket

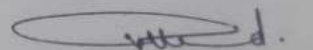
His character and conduct have been Good

According to school admission and with drawl record, his date of birth:

1. (In figures) 15-07-1995

2. (In words) Fifteenth July Nineteen Ninety Five


Teacher Incharge


Senior Head Master

Govt. Boys High School
Sohdra (Gujranwala)

S.No. 544307

Roll No. 164157



Punjab Board of Technical Education Lahore

First Annual Examination, 2017

Certified that SHEHBAZ NASEEM
son/daughter of NASEEM AKHTAR
Registration No 214-1344-00249 of the
GOVERNMENT SWEDISH PAKISTANI COLLEGE OF TECHNOLOGY, GUJRAT

has satisfactorily completed the THREE YEAR Programme of Instructions in
MECHANICAL TECHNOLOGY (POWER) WITH SPECIALIZATION IN
AUTO MOBILE & DIESEL TECHNOLOGY

and has passed the Examination As Whole securing 2426 marks
out of 3550 and has been placed in "B" Grade



In recognition thereof this

Diploma of Associate Engineer

is awarded at Lahore on the August 30, 2017




Secretary

Sr. No. 22958

Certificate No. P16-22958



Government of Pakistan

National Vocational & Technical Training Commission (NAVTTTC)



It is certified that Shehbaz Naseem S/D/o Naseem Akhtar

has successfully completed the certificate course of
Auto CAD

The course was organized by
National Vocational & Technical Training Commission
in collaboration with
TEVTA Cutlery & Small Tools Industries Service Centre Wazirabad

at Wazirabad

from 01-10-2016 to 31-03-2017

Issued at Lahore on this 3rd day of April 2017



APACC



Director General, NAVTTTC



Elite Canada

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Elite Canada Trading & Contracting w.L.L

Experience Letter for Car Mechanic Supervisor (with Debt Collection Call Center)

To Whom It May Concern,

This is to confirm that **Shehbaz Naseem** has been employed as a **Car Mechanic Supervisor** at **Elite Canada Trading & Contracting** since [Feb. - 2019].

In this role, **Shehbaz Naseem** is responsible for the repair and maintenance of our company's fleet of vehicles. His primary duties include:

- Conducting routine maintenance and repair work on company-owned vehicles.
- Diagnosing and troubleshooting mechanical issues to ensure all vehicles are operating efficiently.
- Keeping detailed records of all repairs and services performed on company cars.
- Ensuring that all vehicles are available and in good condition for company operations.

In addition to his responsibilities in vehicle maintenance, **Shehbaz Naseem** also assists with our **debt collection call center operations**, where he plays a key role in handling customer inquiries related to outstanding debts.

Throughout his tenure, **Shehbaz Naseem** has demonstrated strong technical expertise in vehicle repair as well as excellent communication skills in debt collection. His ability to manage multiple roles efficiently has made him an invaluable member of our team.

We appreciate his dedication and hard work in both departments.

Sincerely,
Managing : Thoufeek j.
Company Name : Elite Canada
Contact No: +974 66211807 / 77221319



To Whom It May Concern,

This is to certify that Mr. Shehbaz Naseem was employed at Pak-Wheels (Pvt) Ltd as a Vehicle Inspection Officer from March 2018 to June 2018.

During his tenure, Mr. Shehbaz was responsible for conducting detailed Inspections of vehicles. Including assessments of mechanical systems, electrical systems, underbody, and overall vehicle condition. He demonstrated excellent attention to detail, a strong understanding of automotive components, and effective communication with clients regarding vehicle reports and findings.

His performance throughout his service was commendable, and he contributed positively to our team. We found him to be punctual, diligent, and professional in all assigned duties.

We wish him all the best in his future endeavors.

Sincerely,



Nasir Amin
Director Finance

