

# Muhammad Waqas

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## OBJECTIVE

A highly motivated & result driven professional utilizing enthusiasm & strong desire to learn, contribute & make a positive difference to the organization.

## EXPERIENCE

### LAB Engineer

Sep 2012-Present

#### Centre for Emerging Sciences Engineering & technology Islamabad (CESET)

[www.ceset.pk](http://www.ceset.pk)

Responsible for all hardware and software in the Engineering Lab, and overall day-to-day operation of the lab.

Managing the installation, maintenance, and calibration of all electronic instructional equipment and test instruments.

Schedules the lab sessions and assigns the proper graduate assistants in coordination with the Engineering Program Coordinator.

Participating with faculty members and students carrying out research work.

Contributes technical knowledge to the design, upgrade, and revision of experiments.

Responsible for other related duties such as maintaining and updating a database on equipment catalogs, manuals.

### Additional Responsibilities

#### Academic Coordinator

Preparation of Academic calendar for each semester

Preparation of time table of each class.

Preparation of course folder as per PEC and HEC format.

Course allocation with the concert of relevant HOD.

Close liaison with the finance officer for the recovery installment or scholarship program etc.

#### Exam Coordinator

Preparation of date sheet for exam (Mid & Final term).

Assignment of invigilation duties with the coordination of respective HOD.

Correspondence with the affiliation universities i.e. IUB & GU D.I Khan.

Issuance of Roll No slips to the students plus seat planning of students in the examination hall.

	<p>Preparation of results &amp; result cards for all semesters, result announced for affiliation universes IUB &amp; GU D.I Khan.</p> <p><b>Student Coordinator</b> Resolving the issues of students as per directives of competent authority. Close coordinate with students regarding commencement of classes, fee submission, attendance, scholarship, exam etc. To ensure the students summer internship activity. To make sure that students counseling hours to be fully utilized by the concerned teachers.</p> <p>Member of Quality assurance team.</p> <p><b>Management Trainee</b> Oct 2011- Dec 2011 <b>Pakistan Telecom Company Limited (PTCL)</b> <a href="http://www.ptcl.com.pk">www.ptcl.com.pk</a> Managing the customer service complains for fiber links. Monitoring of Optical Fiber System through OFS NMS. Practical knowledge of operational activities on centralized NMS (Tellabs, Loop, and Alcatel). Responsible for Installation of Loop Telecom CPE at customer premises.</p> <p><b>MS. Electrical Engineering</b> <b>2015-2017</b> <b>In Progress (Course work completed)</b> FUUAST University, Islamabad</p> <p><b>B.E. Electrical Engineering</b> 2007-2011 3.29 CGPA FUUAST University, Islamabad</p> <p><b>Diploma in Associate Engineering (Telecommunication)</b> 2004-2007 1st Division Telecom Foundation Institute (TFITM), Islamabad.</p>
<b>IEEE &amp; PEC MEMBER SHIP</b>	<p><b>ELECT/33358</b> Graduate Student Member.</p>
<b>SEMESTER PROJECTS</b>	<p>AUTOMATIC STREET LIGHT CONTROL SYSTEM VERILOG CODE OF 16-BIT MULTIPLIER MICROCONTROLLER BASED BCD COUNTER</p>

