**Madiha Jaffar**

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**Mobile: +971-563065922**

**OBJECTIVE**

I am an efficient 4 Years experienced **Electrical Engineer** and my objective is To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

**WORK EXPERIENCE**

* **SafeNet Technical Services, Dubai [April 2017 – Present]**

**Engineer- Sales & Estimations**

* + Make and Develop Strong Relations with Contractors & Consultants Engineering Companies in Dubai to Get Inquires.
  + Have thorough idea about Designing Fire Protection system.
  + Make BOQ & Estimate the full Fire Alarm and Fire Fighting Projects.
  + Prepare Quotations and Follow with the Costumers.
  + Contact Suppliers to get materials and submittals.
  + Attend Meeting to Finalize Projects LPO, LOI and Contracts Terms.
  + Propose BOQ as per Minimum Requirement of Civil Defense.
  + Dubai Civil Defense Card Holder (Fire Alarm, Voice Evacuation and Emergency Lightning System).
* **DU Telecom, Dubai [February 2017 – March 2017]**

**Customer Services & Tele-sales**

* + Managing incoming calls and customer service inquiries.
  + Generating sales leads that develop into new customers.
  + Enter and update customer information in the database.
  + To Listen Customers Complains and troubleshoot there problems.
  + Provide information about latest packages to customers.
  + Keep records of calls and sales and note useful information.
  + Identifying and assessing customers’ needs to achieve satisfaction.
* **Fauji Fertilizer Company, Pakistan [2015 - 2017]**

**Sales and Marketing**

* Coordinated with marketing managers and executives to institute various marketing practices and ensured they were properly implemented.
* Scheduled appointments with clients and provided support during meetings.
* Managed certain tasks associated with marketing efforts, such as responding to client inquiries.
* Tracked results from marketing campaigns and converted them into reports for future reference.
* Managing and recording all sales enquiries via an electronic logging system.
* Organizing the promotional materials

**EDUCATION**

**Graduation (Bachelor in Electrical Engineering) [2010-2014]**

* **COMSATS** Institute of Information Technology
* Recognized by Higher Education Commission (H.E.C) Pakistan.

**Intermediate (F. Sc Pre-Engineering) [2008-2010]**

* FFC Grammar College, Sadiqabad
* Overall Grade: A

**Matriculation (Science)**

* FFC Model School, Sadiqabad
* Passing Year:2008
* Overall Grade: A+

**TRAINING CERTIFICATIONS**

**Internship [July-August 2013]**

* **Information Technology Department**
* FFC (Fauji Fertilizer Company Limited)

**Industrial Safety Training**

* Safety Section
* FFC (Fauji Fertilizer Company)

**MS Office [June-July 2009]**

* Training Course in College, FFC Sadiqabad

**QUALIFICATIONS**

* Results-oriented professional with a strong work ethic who takes initiative, identifies problems, and offers creative solutions for implementation.
* Exceptional interpersonal communication skills; easily interact with individuals from diverse backgrounds.
* Excellent organizational, listening, planning, and public speaking skills.

**COMPUTER SKILLS**

* Proficient in Microsoft Word, Excel and PowerPoint (Making Schedules, Slides, Applications and any type of Letters)
* Proficient in Design AutoCAD.
* Proficient in Windows OS and Android.
* Proficient in Photo and video editing.

**PERSONAL PROFILE**

* Date of Birth :19/04/1993
* Gender :Female
* Father Name : Jaffar Ali
* Religion :Islam
* Nationality :Pakistani
* Marital Status :Married
* Languages : Urdu, English, Hindi
* Visa Status : Employment Visa
* Current Location : Dubai, UAE