

SAMREEN MEMON

Pakistan Atomic Energy Commission	Phone +92-331-3825030 E-mail: memon_samreen@yahoo.com
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Objective	To strive for the achievement of organizational objected goals in accordance with the strategic plans
Personal Data	<p>Father's Name: Muhammad Hashim Date of Birth: 08-09-1976 Gender: Female Domicile: Badin(R) NIC # 41306-0238983-4 Religion: Islam Marital Status: Married Qualification: B.E (Electronics) Experience: 22 Years (18 years Work as a Technical work Electronics & 4 years as Teacher , Administratrix,Office work in Institutes and Schools) Nationality: Pakistan.</p>
Education	<ul style="list-style-type: none">➤ [BE/Electronics, 75.5% , 1st Division] [2000] Mehran University Of Engineering & Technology, Jamshoro.➤ [HSSC/Pre. Engineering, 77% , 1st Division] [1993] BISE Hyderabad➤ [SSC/G.Science, 79% , 1st Division] [1991] B.I.S.E, Hyderabad ,Talhar,district Badin,Sindh
Experience	<p><u>Employer : Nuclear Institute of Agriculture, Tandojam, Sindh/Pakistan</u></p> <p>Position : foreman (Electronics) Duration : Since Jan 2007 to to- date</p> <p>Currently working as Foreman(Electronics) in Nuclear Institute of Agriculture, Tandojam , (Pakistan Atomic Energy Commission), Pakistan</p> <p><u>RESPONSIBILITIES:</u></p>

- All the corrective and preventive maintenance of Electronic Instrument / Equipment of different Division's Laboratories / Offices as well as Administration offices i.e. Plant Breeding & Genetics Division's Lab / office, Plant physiology Division 's Lab / office, Plant Protection Division's Lab / office and Soil Science Division's Lab / office like Instruments / Equipment i.e. A.A. Spectrophotometer, Flame Photometers, Water bath, Gel Documentation system, Seed counters, Electronic balances, Vertex instrument, water distilleries, PH meters, Conductivity meters, Electro thermal units and Automatic voltage regulators also Admin. Offices equipment like Central Processing Units (CPU), Monitors, Printers, Photocopier, UPS, Battery chargers and Emergency lights.
- Operating and maintaining the operation of Sound system in Auditorium Hall for various seminars and workshops.
- Prepared the tags for all equipments at Nuclear Institute of Agriculture for identification.
- Maintaining the record of all Technical work like Electronic , Electrical, Computer, Plumbing, Air-conditioning, Civil and woodwork of Technical Services Division at Institute.
- Documentation of Bill of quantities, Tenders, quotations and all the civil related work
- Administration, management and teaching in School under this Institute.

Installation of Instruments at Nuclear Institute of Agriculture.

- Installation of high pressure Autoclave machine at Plant Protection Laboratory.

Employer : PAEC Model School Tandojam

Position : Teacher

Duration : 10 March 2006 to 16 Jan 2007

RESPONSIBILITIES:

- Teaching, Administration, Management.

Employer : Future Foundation Public School.Tandojam

Position : Vice Principal

Duration : Sept 2004 to March 2006

RESPONSIBILITIES:

- Administration,Management and Teaching.

Employer : Computer Center at Karachi

Position : Instructor of Ms –Office & Office worker

Duration : 16-06-2001 to 15-8,2000

	<p><u>RESPONSIBILITIES:</u></p> <ul style="list-style-type: none"> • Teaching, office work
Training	<p><u>Employer :</u> <i>Phillips Electrical Industries of Pakistan Karachi</i></p> <p><u>Position :</u> <i>Internee(Electronics)</i></p> <p><u>Duration :</u> <i>01-11- 2000 to 31-01-2001</i></p> <p><u>RESPONSIBILITIES:</u></p> <p>Trouble shooting of Television's PCBs .</p> <p>Documentation on a display circuit including Counters, Seven segment displays and Integrated circuits.</p>
Workshop & Seminar	Attend one day seminar on Quality Management & its significance in the present scenario, organized by the Directorate of Quality Assurance PAEC, Islamabad.
Languages	<ul style="list-style-type: none"> ➤ English ➤ Urdu ➤ Sindhi ➤ Arabic
Computer Skills	<ul style="list-style-type: none"> ➤ Microsoft office 2007 ➤ MS windows 2000/XP/Windows 7 ➤ Web Browsing & E-mail ➤ Basic Networking ➤ Programming in C ➤ Electronics Workbench & Circuit Maker ➤ Knowledge of LAN & WAN ➤ Mat lab ➤ Knowledge of MIS ➤ Knowledge of servers and clients ➤ Installation of windows and Antivirus updated softwares ➤ Knowledge of Cyber security.
Membership	Member of School Management Committee of PAEC Model School Tandojam.
Professional membership	<ul style="list-style-type: none"> ➤ P.E.C Registration No. ELECTRO/5839 ➤ P.N.S Membership No. 2623