



# MUFEED IMTIYAZ SHAREEF

MECHANICAL ENGINEER

## CONTACT

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**Phone**

+973 34674692 – 33302627 –  
33910002

**Email**

mufeed0602@gmail.com

**Nationality**

Bahraini

**Date of Birth**

31st July, 1996

**Marital Status**

Single

## COVER LETTER

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**To Whom May It Concern:**

This letter is to introduce myself and to let you know of my interest in becoming a part of your company. The enclosed resume will furnish you with information concerning my overall employment background, training, education and skills. My work abilities are backed up with experiences and knowledge. I assure you that I can successfully fulfill any obligations requiring of any responsibility upon your company. In each of my previous job experiences, I have performed my assignments with a high degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth.

I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. I feel that a relationship with your company would be mutually beneficial, as my educational background, experience, and qualifications would make me a perfect fit for the job and would also allow me to refine my skills in a new working environment.

I look forward to hearing from you soon and hopefully to schedule an interview in which I hope to learn more about your company. It's goals and plans and how I may be able to contribute to its continued success and growth. Thank you for your time.

Yours Sincerely,

**MUFEED IMTIYAZ SHAREEF.**



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## TECHNICAL SKILLS

Good knowledge of basics of  
Mechanical Engineering.

Good knowledge over  
handling various Mechanical  
Instruments.

Sound knowledge in Design  
of Oil and Gas Piping.

Basics of Solid Edge, AUTO  
CADD.

## EXPERTISE

Effective Technical Skills

Work Under Pressure

Problem-Solving Skills

Interpersonal Skills

Communication Skills

Teamworking Skills

## PROFILE

Highly motivated, hardworking and ambitious individual with bachelor's in mechanical engineering and experience in the industry. I have excellent communication skills, enabling me to effectively communicate with a wide range of people. Seeking a position to practice my knowledge and experience, to utilize my skills and potentials, and achieve professional growth while being resourceful, innovative, and flexible.

## WORK EXPERIENCE

### JOB CONTROLLER & DIVISION SAFETY OFFICER

International Agencies Co LTD | 2018 – Present

#### Job Controller Responsibilities:

- Maintains and enforces a documented system of accounting policies and procedures
- Manage outsourced functions
- Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
- Oversee the accounting operations of subsidiary corporations, especially their control systems, transaction-processing operations, and policies and procedures

#### Division Safety Officer Responsibilities:

- Support the development of OHS policies and programs
- Advise and instruct on various safety-related topics (noise levels, use of machinery etc.)
- Conduct risk assessment and enforce preventative measures
- Review existing policies and measures and update according to legislation
- Initiate and organize OHS training of employees and executives
- Inspect premises and the work of personnel to identify issues or non-conformity (e.g. not using protective equipment)
- Oversee installations, maintenance, disposal of substances etc.
- Stop any unsafe acts or processes that seem dangerous or unhealthy
- Record and investigate incidents to determine causes and handle worker's compensation claims
- Prepare reports on occurrences and provide statistical information to upper management

## INTERNSHIPS

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Astra Metal Solution Pvt. Ltd.  
Verna, Goa  
*January 2017*

Texas Mechanical Services,  
Manama, Kingdom of Bahrain  
*January 2018*

## COMPUTER SKILLS

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Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Microsoft Access

Microsoft InfoPath

## LANGUAGES

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English  
*Fluent*

Hindi  
*Fluent*

Arabic  
*Basics*

## HOBBIES

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Sports

Reading

Socializing

## EDUCATION

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### BACHELOR'S IN ENGINEERING (MECHANICAL)

Visvesvaraya Technological University, Karnataka, India  
2018

### HIGHER SECONDARY CERTIFICATE

Bangur Nagar Composite PU College Dandeli, India  
2014

### SECONDARY SCHOOL CERTIFICATE

St. Michael's Convent High School Dandeli, India  
2012

## PROFESSIONAL QUALIFICATIONS

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### INTEGRATED MANAGEMENT SYSTEMS INTERNAL AUDITOR

DNV GL Bahrain  
June 2019  
*Course as per ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018*

### OCCUPATION HEALTH & SAFETY MANAGEMENT AUDITOR/LEAD AUDITOR

DNV GL Bahrain  
October 2019  
*Training as per ISO 45001:2018*

### OIL AND GAS PIPING

ASTS Global Education, Bengaluru, India  
August 2018  
*AVEVA PDMS 12.1 Foundation, Equipment, pipework, Structural & HVAC Modelling.*

## ACHIEVEMENTS

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- Submitted journal paper in IJSETR Volume 7, Issue 5, ISSN: 2278-7798, titled "Design and Fabrication of Compressed Air vehicle".
- Participated in National Workshop on "Nano Fluids: Application for heat transfer and energy systems".
- Participated in National Workshop on topic "Realization of Nano Satellite by an academic institution".

## REFERENCES

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REFERENCES AVAILABLE UPON REQUEST.