

# NAVEED IMRAN



## Profile:



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## Objectives:

To initiate an illustrious career by working in a prestigious organization with greatest ability to solve technical problem along with dependable managerial skills to contribute towards the development of the organization

## Qualifications:

### **M.S (Safety Science & Engineering) (安全科学与工程)**

Hunan University of Science and Technology (China)  
(湖南科技大学)

Percentage (83%)

### **B.Sc. (Mechanical Engineering Technology)**

NFC (IE&FR) Faisalabad (Affiliation with UET Lahore)

Year: (2012-2016)

CGPA: 3.216

## Chinese language Proficiency:

HSK 5 (June2018-May2019) (汉语水平考试 5 级)

Marks (266/300)

HSK 4 (Sep 2017-May2018) (汉语水平考试 4 级)

Marks (212/300)

I've well knowledge about,

- Chinese Affairs including Visa Extension, Document Preparation, Data Collection, Report making
- To manage tickets and to handle their travel expenses and their reimbursement
- To manage Chinese staff accommodation
- Official documents translation

## Experience as a Chinese Interpreter and Assistant to Director :



**Chong Chung Ali International Trade (Guangzhou) Co., Ltd.**

**AlhMmdAli Limited Hong Kong:**

Description

- To provide precise and accurate translation between both of the parties.
- Product hunting from China and import to Pakistan
- Find the required and concerning material or an instrument and ship to Dubai or Iran. ● Assist to Director in routine wise jobs.
- Assist to Director for the new projects.
- Target the required materials & Instruments for the new projects from China and import to Pakistan
- Secretary of the Director of the China office.
- To manage the time schedule and office of the Director
- To manage the Chinese staff affairs
- To manage the administration of the Chinese staff i.e., Visa Extension, Document Preparation
- To manage Chinese staff accommodation
- To keep managing official documents translation

## Experience as a Mechanical Engineer and an Interpreter of Chinese:



### **Ghani Ceramics Limited (Dec2020-Aug 2021)**

#### Description:

- Scheduling and planning for shutdowns and preventive maintenance.
- Effective utilization of Team and resources in plant Troubleshooting and Breakdowns to minimize unwanted time.
- Responsibilities including interpreting from the source language into the desired targeted language with superior accuracy, consistency and efficiency.
- During meeting with higher management, I carefully modify material to account for the original tone of the translated date, and communicate spoken messages with efficiency and clarity.
- Keen responsibilities to inform the relevant department to sort out the problems on time if there are any.
- To manage and arrange necessary requirements of the Chinese staff.
- To manage the documentation of the Chinese (Visa application, invitation letter, Air tickets, to prepare contract letters etc.)
- Solve complex problems

## As a Chinese Instructor in TEVTA & other Institutes:

- Planning and delivering effective language instruction.
- Evaluating student progress.
- Creating a positive learning environment.
- Incorporating cultural elements.
- Maintaining records and documentation.
- Continuing professional development.

## Industrial Training:

### **Mechanical Maintenance Engineer at Century Paper & Board Mills LTD. Phool Nagar (FEB-JUN 2016)**

#### Description:



- Maintenance of process Equipment (Pumps, Bearings, Gears, Coupling, Belts etc) and Piping integrating management.□
- Effective utilization of Team and resources in plant Troubleshooting and Breakdowns to minimize unwanted time.□
- Scheduling and planning for shutdowns and preventive maintenance.□
- Plant condition monitoring to maintain high reliability of system□

- Engineering design and Fabrication (Welding, Grinding, Lathe)□
- Closely Co-ordinate with and assist the maintenance Manager to plan and execute required modifications and projects on Mechanical System.□

### **Strengths:**

- Self-Motivated□
- Team Player□
- Good Communication Skills (Verbal & Written)□
- Time Managing□
- Decision Maker □

### **Skills:**

- Solid Works
- Oracle (ERP)
- Auto-CAD
- Database MS office
- Office Automation (MS Word, MS Excel)

### **Academic Projects:**

- Analysis of vapor compression cycle by using hydro carbon
- Open well Centrifugal pumps characteristics with different impeller Diameters
- Design Step up/Step down Transformer 220V to 12V

### **Languages:**

- Chinese□
- English□
- Urdu□
- Punjabi□
- Saraiki□

### **Interested Areas:**

- Mechanical Operation /Maintenance□
- Power & Energy□
- HES (Health & Environmental Safety)□
- Fabrication & Mechanical Design□

### **Reference:**

Will be furnished on demand