

## **CURRICULUM VIATE**

Jahanzaib Anwar  
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### **Career Objective:**

To utilize the technical, interpersonal and positive skills with **2+ years** of experience that I have gained from my current Company, for the benefit of the organization. Seeking a key profile with a reputed organization to contribute accrued skills towards driving long term organizational objectives and charting a mutual growth path

### **Skills:**

Graduate in Business of Commerce and having excellent professional Experience in preparing Site Documents, Site Reports as per Huawei, Omantel & Ooredoo Standards. Assuring quality of works for Residential, Commercial and Huawei Projects in Sultanate of Oman & Pakistan. I have confidence to lead a Team and Personality to pass on Skills and experience to junior staff. I am experienced in the preparation of daily work schedules, arrangements of resources Such as team mobilization/demobilization, materials etc.

### **Educational & Technical Qualification:**

1. Master of Information Technology Continue(Virtual University of Pakistan)
2. BACHELOR DEGREE IN Business of commerce (University of Punjab)
3. Intermediate in Commerce (University of Punjab)
4. Metric in Science (Gujranwala Board)

### **Certified Training:**

1. Microsoft Office.
2. Peachtree
3. QuickBooks
4. Tally ERP9
5. Visual Basic
6. Microsoft Outlook

### **Professional Experience: 4years.**

- **Current working with Mustafa Sultan telecommunication Co. LLC.**  
<http://www.mustafasultan.com/>

**Designation:** Documents Controller  
**Duration:** 3<sup>rd</sup> January 2015 to till date.

**Key Sector**

1. Supreme Court
2. Royal Hospital
3. SQUH Hospital
4. Khoula Hospital
5. Lulu Suwaiq
6. Lulu Sohar
7. Nizwa Cultural
8. Oman Exhibition
9. Royal Palace
10. Al Rawaq
11. Muscat Grand Mall
12. Admin Court
13. NBO
14. Ramel Castle
15. Pasi HQ

**Responsibilities:**

- Responsible to prepare IBS, Repeater, OSP, FTTH folders for omantel & Ooredoo
- Responsible to clear the all snags after ATP.
- Responsible to provide all folders Hard & Soft copy to Huawei
- Plan, manage, monitor and control work breakdown structure, project schedule, resource allocation, communication plans & associated quality plans
- Preparation of technical documents, Joint visits for site Inspection, Acceptance and Quality assurance.
- Prepare TSSR and submit to the customer.
- Prepared reports giving details of network quality, coverage and capacity.
- Led the technical team to resolve customer complaints related to network coverage/quality.
- Bill of Quantity, shelter status reports & other Documentation works.
- Acceptance, completion & cleanup sites.
- Arranging Weekly meeting with BM & Customers and discuss problems and IBS work progress. Visiting the sites to check the implementation, safety & Quality standards
- Prepare antenna and cabling layout, schematic diagram, BOQ/BOM.
- Prepare Bill of Quantities.
- Monitors the progress of the Site On Air Reports and the Site Acceptance
- Provides Technical Knowledge for different contractors on the Design and implementation.

- Preparing repeater documents and commissioning Report.
- Mobilizing the teams and coordination with Huawei field Engineers
- Define procedures for technical skill development of my team
- Co-ordination with clients & Sub contractors.
- Performed Pre-SAT and SAT activities with Clients and Customer
- Interaction with customer for the resolution of technical issues.
- VSWR testing of feeder cables using Anritsu site master.
- Responsible to keep record for Material.
- Responsible to update material sheets.
- Coordinate directly with warehouse.
- Responsible to arrange material for every new site.
- Project Roll-Out coordination, supervision and management with field teams and reporting to Implementation Manager.

➤ **Pakistan Telecom Mobile Limited(PTML)** (<https://www.ufone.com/>)

**Designation** : Documents Controller.  
**Duration:** 01-01-2012 to 2014  
**Clients** : Huawei.

**Responsibilities:**

- BOQ generates.
- Permissions coordination.
- Mobilization/Demobilization.
- All types of inspections check list submission.( Omantel, Ooredoo)
- As build drawings and details submission to client and consultant.
- All types of test reports submission to clients and consultant.
- MOM and Weekly meetings with clients and Sub contractor.
- Proper coordination with client consultant and sub-contractor for smooth run of project.
- Coordinating with Consultant, contractors/sub-contractors.
- Making Daily progress report – Supporting to planning team.
- Daily PPT-Reporting.
- Preparation of daily work schedules arrangements of resources man & materials etc
- Evaluate customer requirements and make clarifications.
- Meetings with Building Management Regarding Site Access, Kick Off meetings
- CO-Ordination with site implementation team.
- Successfully completed various corporate IBS projects
- Reports Preparation & submission.
- Problem solving old as well as new sites.

➤ **Training:**

- Indoor Building Solutions Training
- Safety trainings from multiple contractor's (ADPI, Hill International, Carillion)
- IBS Combination Solutions
- IBS Repeater Solution Training
- Training on Ooredoo Swap Projects regarding Swap
- TSSR Survey Trainings
- IBS Implementation ,Designing Training

➤ **Personal Details**

Father's Name : Jahanzaib Anwar  
Date of Birth : 25/06/1992  
Permanent address : Ali Pur Road-Qazafi Pura,Hafizabad.  
Languages Known : English, Urdu  
Marital Status : Single

➤ **Passport Details:**

Passport No : SM1801021  
Date of Issue : 19-Feb-2014  
Date of Expiry : 18-Feb-2019  
Place of Issue : Punjab (Pakistan)

**Declaration: All above information is true and best of my knowledge.**

**Jahanzaib Anwar**