

# Muhammad Jaffer

Not comfortable with settling, Always looking for a great opportunity to do better!

✉ jaffermuhammad@outlook.com

☎ +92-316-2133321

📍 B21 RCHS PHASE II Scheme 33, Karachi, Pakistan

## EDUCATION

### BS Aviation Management PAF-KIET

06/2016 - 08/2020

Karachi, Pakistan

Bachelors

- Aviation Management

### Intermediate Fatimiyah Boys College

08/2013 - 05/2015

Karachi, Pakistan

Courses

- Pre-Engineering

### Matriculation Central Model High School

05/2013

Karachi, Pakistan

Courses

- Science

## EXPERIENCE

### Administration Officer Al Baqir Tradings (RWANDA)

01/2021 - 05/2022

Kigali, RWANDA

Import of LED Lights

Achievements/Tasks

- Setting weekly objectives & communicate them with employees.
- Enforce strict safety guidelines & company standards
- Identify issues & suggest improvements

### Internship Pakistan Civil Aviation Authority

08/2019 - 09/2019

Karachi

Internship at Airside

## SKILLS

Good Management Skills

Highly Punctual

Ability to Work In Team

MS Office

## EXTRA CURRICULAR ACTIVITIES

Student Member of Royal Aeronautical Society (2017 - 2020)

Student Member of International Society Of Air Safety Investigators (11/2017 - Present)

Senior Vice President Of Rotaract Club Of Karachi Kolachi (2018 - 2020)

## CERTIFICATES

Research Methodology (07/2021 - 09/2021)

Research Methodology Course from University of Karachi (Department of Distance Education)

Introduction to Business Management (04/2020)

4 Weeks Online Course of Introduction to Business Management from KINGS COLLEGE LONDON (Online Course)

Aircraft Accident Investigation (05/2019)

Aircraft Accident Investigation Course From EMBRY RIDDLE AERONAUTICAL UNIVERSITY (Through MOOC)

Advance Diploma In Software Engineering (ADSE)  
(2013 - 2015)

Advance Diploma In Software Engineering (ADSE) from APTECH COMPUTER EDUCATION

## LANGUAGES

Turkish

Elementary Proficiency

English

Limited Working Proficiency

Urdu

Native or Bilingual Proficiency

## INTERESTS

Fellowship

Farming

Table Tennis

Table Tennis