

Engr. Rasool Hamza Rao
Billing Executive
PEC No. Elect/9561

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<https://www.linkedin.com/in/rasool-hamza-rao-07ba1b119/>

Qualifications Summary

- BS Electrical Engineering (Washington Accord Based Degree) KFUEIT - 2016 – 2020
- Fauji Fertilizer Company (FFC) Internee Engineer
- Smart PCB Internee Engineer
- Kulya-Tush-Shariah (4-Year Post Graduation Aalim-e-Deen Degree) Jamia- tur-Rasheed, Aug. 2020 – Present
- Certified Shariah Auditor
- Islamic Finance Certified Practitioner (Level 1)
- Intermediate, Pre-Engineering - FBISE 2013 – 2015
- Matriculation (Science Group) 2011 – 2013

Career Summary & Work History

Career Summary

Highly accomplished and multi-faceted Electrical Engineer with a unique combination of technical expertise and deep knowledge of Islamic Shariah Principles. A proven leader in the field of electrical engineering, I bring a rich academic background in Shariah studies, which uniquely positions me to navigate complex ethical and compliance challenges in engineering projects.

Passionate about exploring new things and technologies. Always looking for a new challenge, not believe in giving up, do the best for completion of the work. Strong documentation and communication skills. A keen observer, hard worker, punctual, sincere and a team player with sound technical knowledge seeking for a career opportunity to prove my skill set and expertise.

Personal & Working Skills

- Shariah Advisory, Shariah Audit, Project Management, Graphic designing, Social Media Marketing, Programming Languages, Task management, Analyzing, Active Listening, Problem sensitivity, Communication Skills, Attention to detail, influencing skill, Counseling, Research and Report Writing, Policies making, Decision making, project strategy and Planning

Software Skills

- Microsoft Office (Word, Excel and PowerPoint), Visio, Publisher (Graphic Designing), OneNote, Outlook, Microsoft Visual Studio, Dev C++, Arduino IDE, AutoCAD (Electrical), Proteus and PCB Design. Multisim, PSpice, LT-Spice, MATLAB and Easy EDA.

Hardware Skills

- Microcontrollers, Microprocessors, Electronic devices, Developer boards, Soldering, desoldering, PCB Fabrication, PCB Manufacturing, Electronic Sensors, Designing of custom developer boards, Arduino UNO, Arduino Mega, Arduino nano, Arduino Mini, Arduino Micro, Arduino WIFI, Arduino Bluetooth, ESP32, ESP32 Cam, Raspberry Pi, Latte panda and Intel Galileo.

Programming Languages

- C, C++ and Python.

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Executive Engineer

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Center for Excellence in Islamic Finance – IBA Karachi

Executive Administrator

Oct. 2022 – Jun. 2023

Administrative Support

- Provide comprehensive administrative support to the institute's leadership team, including the Executive Director and other key personnel.
- Assist in the day-to-day administrative tasks, such as scheduling meetings, managing correspondence, and organizing files.

Event Management

- 11th Islamic Finance Expo & Conference, Nov. 2022

Student Services Coordination

- Oversee student services activities, including enrollment, registration, and academic record maintenance.
- Serve as a point of contact for student inquiries and concerns, ensuring a positive student experience.

Event Coordination

- Plan and coordinate institute events, workshops, and training programs.
- Collaborate with various departments to ensure successful execution of events.

Facility Management

- Coordinate facility-related activities, including space allocation, maintenance, and security.
- Ensure that classrooms and training facilities are equipped and conducive to effective learning.

Communication and Correspondence:

- Draft and edit official communications, reports, and documentation as required.
- Facilitate effective communication between different departments within the institute.

Financial Administration

- Assist in budget tracking, expense management, and financial record-keeping.
- Work with the finance department to ensure compliance with financial policies.

Training Program Support

- Collaborate with program coordinators to ensure training programs run smoothly.
- Assist in the coordination of resources, materials, and logistics for training sessions.

Professional Development

- Engage in ongoing professional development activities to enhance administrative and leadership skills.
 - Participate in training sessions and workshops to stay updated on industry best practices.
-

Pak Aid Welfare Trust

Chief Controlling Officer - Volunteer

May. 2021 – Dec. 2022

Financial Planning and Strategy

- Develop and implement financial strategies aligned with the organization's goals and mission.
- Provide insights and recommendations to the executive team on financial matters, budgeting, and resource allocation.

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Champaigns

- Flood Champaign in Baluchistan.
- Meet and Cloth distribution work in Thar Parkar.

Budget Management

- Oversee the preparation, monitoring, and management of the organization's budget.
- Work closely with department heads to ensure compliance with budgetary constraints.

Financial Reporting

- Prepare and present accurate and timely financial reports for the executive team and board of directors.
- Ensure transparency and compliance with accounting standards and regulatory requirements.

Operational Control

- Implement and enhance internal controls to safeguard the organization's assets and ensure efficient operations.
- Streamline processes to improve operational efficiency and reduce costs.

Risk Management

- Identify, assess, and mitigate financial and operational risks.
- Develop and implement risk management strategies to protect the organization's financial integrity.

Compliance and Audit

- Ensure compliance with relevant laws, regulations, and reporting requirements.
- Facilitate external audits and coordinate responses to audit findings.

Grant Management

- Oversee the financial aspects of grant applications, utilization, and reporting.
- Collaborate with program managers to align financial reporting with grant requirements.

Strategic Partnerships

- Collaborate with external partners, donors, and government agencies to strengthen financial support and partnerships.
 - Represent the organization in financial discussions and negotiations.
-

Ideological Business Setup Private Limited

Company Secretary

Apr. 2021 – Aug. 2022

Board Support and Administration

- Organize and coordinate board and committee meetings, including preparing agendas, minutes, and resolutions.
- Act as a liaison between board members, senior management, and external stakeholders.

Shariah Auditing & Advisory:

- Conduct regular audits of financial activities to ensure adherence to Shariah guidelines.
- Identify and rectify any non-compliance issues or potential violations.
- Provide recommendations for improvements in line with Islamic financial principles.
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 - Provide recommendations for improvements in line with Islamic financial principles.

Compliance Management

- Ensure compliance with company law, regulatory requirements, and industry standards.
- Monitor changes in relevant legislation and update internal policies accordingly.
- Legal Advisory:
- Provide legal and regulatory advice to the board and senior management.
- Collaborate with external legal counsel when necessary.

Risk Management

- Identify and assess legal and governance risks and recommend appropriate mitigation strategies.
- Ensure that risk management processes are integrated into decision-making.

Ethics and Compliance

- Promote a culture of ethical behavior and compliance throughout the organization.
- Implement and oversee an effective code of conduct and ethics program.

ODFH Charitable Organization

General Secretary & Assistant CEO - Volunteer

Sep. 2019 – Aug. 2021

Strategic Leadership

- Develop and implement strategic plans that align with the organization's mission and objectives.
- Provide visionary leadership to inspire and guide the organization toward achieving its charitable goals.

Program Development and Management

- Oversee the design, development, and execution of charitable programs and initiatives.
- Ensure programs are in line with the organization's mission and have a positive impact on the intended beneficiaries.

Resource Mobilization

- Develop and implement fundraising strategies to secure financial support for charitable programs.
- Cultivate relationships with individual donors, corporations, foundations, and government agencies.

Financial Management

- Develop and manage the organization's budget, ensuring responsible financial stewardship.
- Provide transparent and accurate financial reporting to the board and relevant stakeholders.

Team Leadership and Development

- Lead and inspire a team of dedicated staff and volunteers.
 - Foster a positive and inclusive organizational culture that promotes teamwork and professional development.
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Smart PCB

Internee Engineer

Aug. 2019 – Sep. 2019

PCB Fabrication Process

- Gain a comprehensive understanding of the PCB manufacturing process, from design and layout to fabrication and assembly.
- Assist in the production of PCBs, ensuring adherence to quality standards and specifications.

Equipment Operation and Maintenance

- Operate and monitor PCB manufacturing equipment, learning the intricacies of machinery used in various stages of production.
- Assist in routine maintenance tasks to ensure equipment reliability.

Quality Control and Testing

- Participate in quality control procedures, including visual inspections and testing of fabricated PCBs.
- Learn how to identify and rectify defects to maintain high-quality standards.

Design Verification

- Collaborate with the design team to verify that manufactured PCBs match the specified design requirements.
- Assist in troubleshooting and resolving design-related issues.

Process Optimization

- Work with manufacturing engineers to identify opportunities for process improvement and optimization.
- Implement and test innovative ideas to enhance efficiency.

Safety Compliance

- Adhere to safety protocols and guidelines while working in the manufacturing environment.
- Learn and contribute to maintaining a safe and organized workspace.

Documentation and Reporting

- Maintain accurate records of manufacturing processes, defects, and quality control measures.
 - Assist in generating reports on production efficiency and performance
-

KFUEIT- Debate and Speech Competition Society

Liaison Head

May. 2018 – May. 2019

Event Coordination

- Collaborate with external partners to organize events, workshops, and initiatives that contribute to the society's objectives.
- Ensure seamless coordination of logistics, communication, and resources for successful events.

Internal Communication

- Serve as a liaison between the society's leadership and its members, ensuring that relevant information is communicated effectively.
- Facilitate communication between different committees or teams within the society.

Sponsorship and Fundraising

- Work with external partners to secure sponsorships and funding opportunities for society events and activities.
- Develop and maintain a strong network of supporters to enhance the financial sustainability of the

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society.

Conflict Resolution

- Address any conflicts or issues that may arise between the society and external entities, working towards amicable solutions.
- Foster a positive and collaborative atmosphere within the society.

Reporting and Documentation

- Maintain records of communications, agreements, and partnerships for future reference.
 - Provide regular reports to the society's leadership on the status of external collaborations.
-

Fauji Fertilizer Company (FFC)

Internee Engineer

Aug. 2018 – Sep. 2018

Equipment Inspection and Testing

- Participate in routine inspections of electrical equipment such as Transformers, Motors, Electrical Panels to identify potential issues.
- Learn and assist in conducting electrical tests to ensure equipment functionality.

Preventive Maintenance

- Work alongside maintenance technicians to perform preventive maintenance on electrical systems.
- Assist in developing and implementing preventive maintenance schedules.

Troubleshooting and Repairs

- Collaborate with experienced electrical maintenance personnel to troubleshoot and resolve electrical malfunctions.
- Gain practical experience in repairing or replacing faulty components.

Control Systems and Instrumentation

- Learn about the control systems and instrumentation used in fertilizer production.
- Assist in maintaining and calibrating control instruments.

Documentation and Reporting

- Gain exposure to maintaining accurate records of electrical maintenance activities.
- Assist in generating reports on equipment performance and maintenance activities.

Safety Compliance

- Adhere to safety protocols and guidelines while working on electrical systems.
 - Learn about electrical safety measures and contribute to creating a safe working environment.
-

Electrical Engineering Department - KFUEIT

Internship

Jul. 2017 – Aug. 2017

- Study of Microcontroller
 - Designing of Online Data Logger for weather station, Power Transmission System and Irrigation System.
 - Designing of Weather station for university and upload the real time data on cloud using online data logger
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Sir Syed Hall, KFUEIT

Mess Manager

Sep. 2018 – Jan. 2019

Apr. 2018 – Jul. 2018

Jul. 2017 – Sep. 2017

- Develop nutritious and diverse menus that cater to the dietary needs and preferences of the hostel residents.
- Coordinate with nutritionists or dietary specialists to ensure balanced and healthy meal options.
- Manage and lead a team of kitchen staff, including, cooks, and support staff.
- Provide training, guidance, and support to ensure high-quality food preparation and service.
- Implement and maintain stringent quality control measures to ensure the consistency and excellence of food served.
- Conduct regular inspections of the kitchen and dining areas to uphold cleanliness and hygiene standards.
- Work within budgetary constraints to plan cost-effective menus and control expenses related to food procurement and kitchen operations.
- Monitor inventory levels and optimize resource utilization.
- Foster open communication with hostel residents to gather feedback on food quality, service, and menu preferences.
- Implement improvements based on feedback to enhance the overall dining experience.
- Ensure compliance with local health and safety regulations in the kitchen and dining areas.
- Implement and enforce hygiene practices to prevent foodborne illnesses.
- Maintain accurate records related to inventory, menu planning, and expenses.
- Generate reports as required by university administration.

Education, Training & Certificates

Education & Islamic Studies

Jamia- tur-Rasheed

Kulya-Tush-Shariah (4-Year Post Graduation Aalim-e-Deen Degree)

Aug. 2020 – Present

Major Subjects

- Islamic Finance and Trading, Islamic Banking, Islamic Laws of contracts/Islamic Commercial Law, Comparative study of Islamic Law with hadith, Takaful, Shariah Issues in Islamic Finance, Current Affairs of Islamic World, Jurisprudence, Principles of Islamic Jurisprudence, Hadith, Principle of Hadith, Translation of Holy Quran, Tafseer, Quran Sciences, Arabic Grammar (Morphology and Syntax), Classic & Modern Philosophy, Biography of the Prophet MUHAMMAD SAW, Brief Islamic History.

Khwaja Fareed University of Engineering and Information Technology (KFUEIT)

BS Electrical Engineering (Washington Accord Based Degree)

2016 – 2020

Major Subjects

- Circuit Analysis (I & II), Digital Logic Design, Programming Fundamentals, Data Structures, Electrical Machines theory, Semiconductor Devices, Microprocessor and Micro-controllers, High Voltage (500kV), Power Electronics, Power System Analysis, Power System Protection, Engineering Economics and Entrepreneurship.

Final Year Project

- Development of Smart Wheelchair using IOT
- This project has competed 370 projects in Dice-2020 from all over Pakistan and got sponsors from Dice Foundation, General Electric and Silicon Valley USA.

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- Also, this project is a Shariah Compliant Project selected in INVENT-2022 competition by IBA Karachi. Certificate of Appreciation was given by Dr Ishrat Hussain (Former Governor SBP).

Features

- Manual Controlling
 - Remote Controlling through Mobile App
 - Voice Controlling
 - Obstacle Avoiding
 - Advance Patient Care System with Online Monitoring (Heart Rate, Basic Needs and Activities of patient)
 - Live Streaming
 - Location Tracking
 - Qibla Direction System for Patient
-

KRL Model College for Boys - FBISE - Islamabad.

Intermediate
Pre-Engineering
2013 – 2015

Major Subjects

- Physics, Chemistry and Mathematics.

Matriculation
Science Group
2011 – 2013

Major Subjects

- Physics, Chemistry, Mathematics and Electrical Wiring.
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Training & Workshops

Center for Excellence in Islamic Finance – IBA Karachi
Understanding Takaful
Nov. 2023

Islamic Finance Certified Practitioner (Level 1)
Jan. 2023 – June 2023

Certified Shariah Auditor
Jan. 2023 - Feb. 2023

Pool Management & Profit Distribution Framework in IFIs
Sep. 2022

Islamic Banking for Young Leaders of Tomorrow
Jul. 2022 – Aug. 2022

Islamic Finance for Ulama & Shari'ah Scholars (International Scholars)
Feb. 2022 – Mar. 2022

Pak-Qatar Takaful
Introduction to Takaful
Feb. 2023

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ADB – IFAAS & SECP

Islamic Finance Awareness Workshop

Dec. 2021

KFUEIT

Entrepreneurship & Business Development Workshop

Mar. 2020

Certificate & Achievements

- Nov. 2023 - Certification of Participation in the course of **Understanding Takaful**
 - Jun. 2023 – Certificate on **Islamic Banking and Takaful IFCP – Level 1**
 - Mar. 2023 - Certificate of Course on '**Certified Shariah Auditor**'
 - Feb. 2023 - Certificate of **Appreciation for participation in Introduction to Takaful Course** (PAK-QATAR TAKAFUL)
 - Feb. 2023 - Certificate of **Appreciation for participation in Final Phase of 'INVENT 2022'**
 - Sep. 2022 - Certification of Participation in the **Workshop of 'Pool Management & Profit Distribution Framework in IFIs'**
 - Aug. 2022 - Certification of Participation in the Course of '**Islamic Banking for Young Leaders of Tomorrow**'
 - Apr. 2022 - Certificate of Course on '**Islamic Finance for Ulama & Shari'ah Scholars** (International Scholars)'
 - Apr. 2022 – Certificate of **Registration as Engineer** (Pakistan Engineering Council)
 - Mar. 2022 - Certificate of Honor (**Khatam-e-Nabuwat Course**)
 - Mar. 2020 - Certificate of **Entrepreneurship Workshop**
 - Mar. 2020 - Certificate of **Appreciation for participation in All Pakistan DICE-IET Event 2020**
 - Sep. 2019 - Certificate of **Internship in Smart PCBs**
 - Mar. 2018 – Certificate of **Participation in 3rd Bahawalpur BSSYWN,19**
 - Sep. 2018 - Certificate of **Internship in Fauji Fertilizer Company**
 - Jul. 2018 – Certificate of **Experience for working as Mess Manager in Boys Hostel, KFUEIT**
 - Jul. 2018 - **Arabic Language Course** Certificate
 - Sep. 2017 – Certificate of **Experience for working as Mess Manager in Boys Hostel, KFUEIT**
 - Aug. 2017 - Study the **Microcontroller and Online Data Logger**
 - 2016 - Got **laptop** from PM Laptop Scheme
 - 2016 - Certificate **of Participation in Badminton (Sports Gala)**
 - 2014 - Got 10th **Position in Pakistan Science Contest**
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