

Babar Raza Rajpar

Troubleshooting & Maintenance Engr.

Transfarable Aqama 2603652773



11+ years of Experience in Administration, Procurement, Operations, Testing & Commissioning Unit & IT with diverse experience derived from rapid learning, effective application of policies and procedures. Accurately assess situational challenges and successfully transform ideas into appropriate workable solutions.

Professional Experience

Testing & Commissioning Engineer | Power China, - 1100 MW AlHenakiyah | Mar 2025 to Nov 2025

- Executed complete Testing and Commissioning work of 110kV/33kV substations, covering power transformers, MV/LV switchgears, protection panels, and auxiliary systems.
- Performed Site Acceptance Tests (SATs) for key substation components including power transformers, circuit breakers, protection relays, CTs, VTs, and GIS.
- Reviewed and verified control schematics, interlocking logic, protection settings, wiring diagrams commissioning.
- Conducted functional, IR, PI, and ratio tests to validate equipment performance and operational readiness.
- Diagnosed and resolved system faults and equipment malfunctions during commissioning to ensure safety.
- Ensured strict adherence to procedures such as LOTO, HIRA, and JSA throughout testing activities.
- Energizations activities include busbar, relay coordination, system synchronization, and voltage verification.
- Collaborated with clients, OEMs, and third-party inspectors during pre-commissioning and final commissioning.
- Prepared and maintained detailed test documentation including reports, punch lists,
- Provided technical support and hands-on training to O&M teams post-commissioning to ensure smooth transition.

EXPERIENCES

Al Baraka Bank (Pakistan) Limited.

Assistant Manager Administration - General Services Department.

- Have work on branches heavy generator sets, repair & maintenance centralized & have powered multiple solar Setup for bank far away branches.
- Supplied CCTV & IP Phones sets services in all networks of branches.
- Looking after Administration & Security related complaints & activities to ensure smooth running.
- Managed 2 teams of 15 people, their scheduling, employee holiday, days off, absences records accurately
- Managing the Pool Car, fuels & Maintenance, Drivers & Riders along with gate pass record.
- Look after the ABPL Pool Cars along with their repair & maintenance appointing for repairing etc.
- Designed administrative systems to make them more efficient & process expenses sheets and invoices
- Reviewed, analyzed, submitted invoices for approval, input AP/AR invoices for company & office bill
- Making Drivers Out Station & over time processing of amount by online portal request forms.
- Maintaining the Petty cash for local requirement of Head office on minimal level.
- Resolving the Deployed Guards Issue's, complaints & assigning of new task as well.
- Looking after Administration related complaints & activities & ensured smooth running of Branches.
- Managing the Pool Car, fuels & Maintenance, Drivers & Riders along with gate pass record.
- Maintained cash register, general ledgers, office documents & Organized computer/manual filing systems
- Administered Pool cars maintenance, Security protocols, & processed Authorization forms/Approval notes
- Supervised overall Pan Pakistan UPS & Genet's along with their repairing, replacement & maintenance
- Ordered & Allotted security, printing, office table, ATM stationery, & refilled/recycled toners/IT devices
- Negotiated with various vendors at cooperate level procurement & had faulty equipment repaired, fixed
- Managed office supplies, stock levels & coordinated with staff for the maintenance of office equipment
- Oversaw Inventory and Coordinated with the suppliers to provide required stock in a timely manner
- Prepared monthly invoices, quarterly reports, & Assisted in the year-end financial reports
- Facilitated all front facing ABPL all Branches by providing them with requested Supplies
- Purchased cash processing machines, supervised their health & Scheduled repairs for faulty machines
- Assisted the managers and other colleagues in different work assignments, reports & projects
- Reserved hotels, Airline tickets for management staff & planned maintenance of office Equipment
- Reviewed, analyzed, submitted invoices for approval, input AP/AR invoices for company & office bills
- Matched purchase orders to invoices for bill payments & assisted with third party reports/invoicing
- Provided feedback to leadership to offer solutions, workarounds, improve environment & service levels.

Technical Skills

- Expert in Microsoft Office Applications, Cloud Storage, Google applications docs, slides etc.
- Can operate and troubleshoot operating systems Which includes Windows & Mac
- Detailed knowledge of Adobe software's such as Photoshop, Illustrator & InDesign
- Upgrade PC's for people by installing necessary hardware and Software in the given budget to achieve desired performance level of computers by the clients
- Full knowledge of PC Building, Android custom ROMS installation, Data Recovery



CONTACT

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LANGUAGES

Urdu

Sindhi

Punjabi

English(Professional)

Visa Status

Transferable Azaad
Visa

HOBBIES

Gym Exercising
Swimming - Pakistan
Steel Cadet College
team member

Education / Qualification			
S/NO	Education	Institutes	Years
1	Matriculation	Pakistan Steel Cadet College	2005-2007
2	Intermediate	Pakistan Steel Cadet College	2007-2009
3	BS Telecommunication	Sir Syed University of Engineering & Technologies.	2010-2013
3	M.A Economics	Shah Abdul Latif University Khairpur	2018-2020

SKILLS

- Strong analytical, communication, interpersonal, administrative, organizational & time management skills
- Promoted teamwork while providing exceptional customer service during rush periods
- Examined financial data and used information to improve profitability
- Researched computer databases & reference manuals to & obtain the required information routinely
- Oversaw regional product development and partner relationships, enabling footprint expansion in region
- Tracked trends and suggested enhancements to both challenge and refine project KPIs
- Proven ability to suggest, choose, and help locate products based on guest needs and desires
- Ability to multitask and manage busy workloads without close supervision
- Great leadership qualities and experience in hiring new employees and their initial training.
- Excellent data entry skills with 10000 strokes/m which is 40wpm

Technical Experience

Internship

Experience & Other Certifications				
S/NO	Organization	Genre	Years	Time period
1	Pakistan Steel Mills	Internship	2012	1 Month
2	Pakistan Engineering Council	RE-Affiliation	2015	3 years
3	Worked As IT Engineer in Inbox	RE-Paid Internship	2014	3 Months
3	Worked As IT Engineer in Logitech	Resident Engineer	5/1/2015-2016	1 year

Reference will be furnished on demand

Cover Letter

Engr. Babar Raza Rajpar

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A highly professional Administrative & Procurement Engineer is looking for a position in a challenging Gulf State's Organizations. To Manage the Administration / Procurement / Marketing / Operation & Testing & Commissioning Departments work. have 10+ years' experience of providing smooth Administrative and Security, Procurement & support & Services in a multi-international Banking Sector providing department looking Well-developed Organization to ensure the smooth running of assigned work.

Desire the position of Administration Manager in a fast-paced work environment, bringing Healthy of experience in performing general administrative duties, including administrative, and technical services for managers, project teams.

Searching for the best position as per my resume experience to prove myself in any well-reputed organization.