**C.V**

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| **POST APPLY,  Human Resources / Admin**  **Qatar Experience: 07 Months**  **Pakistan Experience: 09 Year** |

**Muhammad Sohail Akram**

**Mobile: 0092 300 6930482 / whatsapp**

**0092 313 8695886**

**Email: sohail.86swl@gmail.com**

**Education: MBA FINANCE, B.COM**

**Administration: 6 Year Experience**

**Cashier Experience: 04 Year**

# Summary:



* + - * + Birth: 08 Feb, 1986 (Sahiwal, Pakistan)
        + Father Name: Muhammad Akram
        + Nationality: Pakistan
        + Marital Status: Single
        + C.N.I.C No. 36502-778466-47
        + Passport No. DK1326642
        + Passport Expiry: 20 March 2023
        + Height: 5.6 inch
        + Religious: Islam
        + Current Location: Pakistan
        + Driving Licence: Motor Cycle / Motor Car, issued 2004

Current Position: Admin Assistant / Assistant Accountant

Company: Board Of Revenue / Commissioner Office

Sahiwal, State Punjab, Country Pakistan

Since: 09 Feb, 2009

Notice period: Upto 21 Days

Postal Address: C.O, COMMISSIONER OFFICE, FAREED TOWN ROAD

SAHIWAL DIVISION, STATE PUNJAB, PAKISTAN

Salary: As Per your Criteria.

# Work Experience:

May 2019 - Present COMMISSIONER OFFICE

SAHIWAL DIVISION, STATE PUNJAB,

Sahiwal, Pakistan

***DESIGNATION: ADMIN ASSISTANT***

* **1) Receive payment by cash, check, credit cards, vouchers, or automatic debits.**
* **2) Issue receipts, refunds, credits, or change due to customers.**
* **3) Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change. Ability to prioritize. Office assistants handle organizational and clerical support tasks**
* **Handling office tasks, such as filing, generating reports and presentations.**
* **Providing real-time scheduling support by booking appointments and   
   preventing conflicts.**
* **Coordinates and maintains records for staff office space, phones.**
* **Creates and modifies various documents using Microsoft Office.**
* **Using computers to generate reports, create presentations.**

Oct 2018 - Apr 2019 DESCON ENGINEERING LLC

DOHA QATAR

Doha, Qatar

***DESIGNATION: ADMIN ASSISTANT / CASHIER***

My responsibilities revolve around managing and distributing information within an office. This generally includes answering phones, taking memos and maintaining files. I also be in charge of sending and receiving correspondence, as well as greeting clients and customers.

Feb 2010 - Aug 2018 BOARD OF REVENUE, Sahiwal, Pakistan

STATE PUNJAB,

***DESIGNATION: ADMIN ASSISTANT***

* Distribute email, correspondence memos, letters, faxes and forms.
* Reviewing data for deficiencies or errors,
* Answering employee questions
* Processing incoming mail
* Creating and distributing documents
* Providing customer service to organization employees
* Serving as a point of contact with benefit vendors/administrators
* Maintaining computer system by updating and entering data
* Setting appointments and arranging meetings
* Maintaining calendars of HR management team
* Compiling reports and spreadsheets and preparing spreadsheets

# Education:

Aug 2010 - Mar 2013 AIOU UNIVERSITY ISLAMABAD, Pakistan

***MBA FINANCE***

Aug 2005 - Nov 2007 PUNJAB UNIVERSITY, LAHORE

B.COM (Bachelor in Commerce)

June 2003- July 2005 P.B.T.E , LAHORE

D.Com (Diploma in Commerce)

# Other Certificate:

2008 DIT ZCC SAHIWAL, Pakistan

Typing Speed: 50 W.P.M

Urdu Typing: 25 W.P.M

# IT Skills:

\* (D.O.M) ® Diploma in office Management (Duration 3 Months) Year 2004

\* (B.C.T.) ® Basic Computer Training. (Duration 2 Weeks) Year 2007 Govt.

\* (D.I.T.) ® Diploma in Information Technology (Duration 1 Year) Year 2008

\* (D.H.T.) ® Diploma in Hardware Technician (Duration 3Months) Year 2009 Govt.

# Languages:

* + - * + English Fluent
        + Urdu Fluent
        + Hindi Fluent
        + Punjabi Fluent

# Reference:

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| **NAME** | MR. ATTA HUSSAIN IQBAL |
| **POSITION** | SENIOR SUPERINTENDENT  COMMISSIONER OFFICE, SAHIWAL DIVISION, PAKISTAN. |
| **EMAIL** | [acg.sahiwal@gmail.com](mailto:acg.sahiwal@gmail.com) |
| **CONTACT** | 0092 312 5160086 |
| **COUNTRY** | Pakistan  C:\Users\SOHAIL\Desktop\attri\AL KHOR SCHOOL\pakistan-flag-std.jpg |
| **CIVIL STATUS** | EMPLOYEE, STATE PUNJAB,  GOVERNMENT OF PUNJAB, PAKISTAN |

**Signature:** **Muhammad Sohail Akram**