## Subhan Akram

Address: Khalifa City A, Abu Dhabi, UAE

**Phone:** +971506413251

E-mail: <a href="mailto:subhanakram003@gmail.com">subhanakram003@gmail.com</a>

Valid UAE Driving License



### **Career Objective**

To secure a responsible and active participation in the company operations in ways that will enable me to contribute my knowledge and effectively utilize my skill and to provide an opportunity for career growth and professional development.

### **Skills**

Cash Register Balancing, Control Guidelines and Operations

Operating Cash Register

Customer Care Service

Credit and Cash Payments

Cash Handling Knowledge

MS Office (MS Word, Excel)

### **Work History**

#### 2023- 03 - present

### **Admin cum Agent**

Down House Real Estate L.L.C

- Monitoring inventory for sales, rentals and renewals.
- Set and managed appointments to show homes, properties to prospective Clients.
- Arrange meetings between buyers/ clients and sellers when terms are needed to be negotiated.

### 2020-06 – 2023- 03 Supervisor, Cashier

Dobe Laundry, Abu Dhabi, UAE

- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Onboarded new temps by entering employee information into systems.
- Collaborated with team members to achieve target results.
- Delivered services to customer locations within specific timeframes.
- Drove operational improvements which resulted in savings and improved profit margins.

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Marina Al Bateen Resort, Abu Dhabi, UAE

- Helped customers complete purchases, locate items and join reward programs.
- Answered questions about store policies and addressed customer concerns.
- Worked flexible schedule and extra shifts to meet business needs.
- Replenished sales floor merchandise and organized shelves, racks and bins for optimal appearance.
- Collected and authorized payments of guests.
- Processed customer refunds and exchanges according to established guidelines.

### 2017-03 - 2019-06 Senior Cashier

Meikong, Lahore, Pakistan

- Answered customer questions and helped find specific items.
- Helped customers complete purchases, locate items and join reward programs.
- Facilitated and logged store opening, closing and shift changes.
- Monitored self-checkout systems and provided help in resolving complex problems.
- Reconciled daily totals to maintain balanced and compliant ledgers.
- Evaluated presentation of checkout lanes and kept team members on top of cleaning tasks when necessary.

### **Education**

2018-02 - 2020-02 Bachelor of Commerce: Commerce

University of Punjab - Lahore

Private - Lahore

### Certifications

Nebosh Certified | IOSH Certified

First Aid Training | Risk Assessments Training

Fire Safety Training | Valid UAE Driving License

### **Personal Information:**

• Date of Birth: 17th August 1997

• Sex: Male

• Status: Single

• Height: 6'3"

Character reference available upon request.



## **NEBOSH International General Certificate** in Occupational Health and Safety

This is to certify that

### Subhan Akram

was awarded this qualification on

17 April 2023

Accountable Officer

Dee Arp stable Officer

Master log certificate No: 00739765/1352314

SQA Ref: R630 04





The National Examination Board in Occupational Safety and Health

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Registered in England & Wales No. 2698100 A Charitable Company Charity No. 1010444



This is a certificate awarded to

### Subhan Akram Muhammad Akram

on successfully completing

## **Managing Safely**

a course approved and validated by the

## Institution of Occupational Safety and Health

in association with

Concepts Safety Services Pvt. Ltd. (CSS Pvt. Ltd.)

Approved Centre: 2787

Signed on behalf of IOSH

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Vanessa Harrood-Wisels
Chief Executive

Course Organiser

Date: 11 Apr 2023 Cert No: 2787-subhan7







This is to certify that

# Subhan Akram

has successfully completed

# Risk Assessments Training

on April 17, 2023



Director:

Training & Development

ACTVET License No. : 0748/2018

Student I.D. No.

: 0013559

Certificate No.

: Nbiz-Cert-0013559

































This is to certify that

# Subhan Akram

has successfully completed

# Fire Safety Training

on April 17, 2023



Director:

Training & Development

ACTVET License No. : 0748/2018

Student I.D. No.

: 0013559

Certificate No.

: Nbiz-Cert-0013559

































This is to certify that

# Subhan Akram

has successfully completed

## First Aid Training

on April 17, 2023



Director:

Training & Development

ACTVET License No. : 0748/2018

Student I.D. No.

: 0013559

Certificate No.

: Nbiz-Cert-0013559

























