

# MHAMMAD ALI AKBAR

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## Career Summary/Objective

[A creative, resourceful and dedicated Admin and Supervisor with 3.5 year of diverse instructional experience in UAE.

Looking for an opportunity that allows me to promote creativity while enhancing higher order thinking abilities

[As computer operator has the ability to control a mainframe digital computer and set controls on the computers and peripheral device required to run computer task: very used to performing and monitoring routine tasks including tape backup, software upgrades, basic checks, help programmers and systems analysts test and debug new programs

## Personal Details

Date of Birth	:	06 <sup>th</sup> Jun, 1997
Visa Status	:	Employment
Marital Status	:	Married
Languages Known	:	English, Urdu, Punjabi
Nationality	:	Pakistan
Religion	:	Islam

## Education

**2015-2019**      **B.Tech Electrical**      Govt college  
University Faisalabad

- (GPA 3.15)

**2011-2014**      DAE (Electrical)      Punjab Board of  
Technical Education Lahore

- 1<sup>st</sup> Div.

**2011-**      BISE      Govt A/V Modern High School  
Faisalabad

- 1<sup>st</sup> Div.

**2014**

**Computer Application & Office Professional**

**P.V.T.C (G.O.P)**

1<sup>st</sup> Div

## Work Experience

**[04/2015 – 8/2018]**      **[T.P.I] PTCL: Pakistan's No. 1**  
**Telecommunication Company**

### Responsibilities:

- [Assisted in the efficient daily operations of the computer system division.]
- [Planned and carried out daily tasks as directed by management]
- [Generated day to day reports on operation and repairs, as required.]
- [Took appropriate follow-up action on all pending customers quires]
- Reported incidents to the appropriate senior personnel.
- Followed the correct escalation process and procedure in adherence to the department and company policies.
- Worked as line man ( CSR )
- Worked as modem configuration man (CPI)

**[02/2020 – Still Continue]**      **[Admin + Supervisor]**

**| Royalway Facility Management LLC.UAE**

### Responsibilities:

- [Develops and implements a marketing plan which promotes new and repeat business.]
- [Accounts for all documents; ensure that none are missing and all processed correctly.]

- [Holds weekly departments meetings.]
- [Direct and Schedules the activities of all department employees.
- [Prepares pricing guides and maintenance menus for frequent labor operations.]
- [Prepare the invoices about the customers purchasing.]
- [Prepares the jobs card about the maintenance
- [Maintain safe work environment]

## **Skills and Achievements**

- Data Entry
- Purchase Orders.
- Invoices Management.
- Credit Memos.
- Vendor Invoices.
- Billing Issues.
- Customer Accounts.
- Financial Report.
- Company Database.
- Checkout Reports
- Labor supervising

## **Hobbies and Interests**

- Reading.
- Painting.
- Arts and Crafts
- Music