



+971524034588  
aliakbar1512a@gmail.com  
Baniyas Road, Dubai, United Arab Emirates

## ABOUT ME

Looking to utilize my technology and leadership skills in an esteemed organization. Well versed with research-oriented marketing abilities and product analysis. Tech-savvy and a fast learner with innate communication skills and natural curiosity for product marketing.

## SKILLS

Visa filling(Worldwide)

TradeMarks Registration

Dubai Municipality Certificate Registration

Ticketing

MS-Office

Adaptability and the ability to juggle multiple projects

Event Planning/Management

HTML

CSS3

JavaScript

SQL Server

## LANGUAGES

Arabic

English

Urdu

Hindi

Balochi

Persian

## HOBBIES

Reading, Traveling

## REFERENCE

References available upon request

# Ali Akber

## WORK EXPERIENCE

**Assistant CEO**  
**Cool & Cool (ABC International LTD) / Dubai United Arab Emirates**  
**/ Mar 2023 - Present**

Provided direct administrative support to the CEO, managing schedules, appointments, and correspondence with precision.  
Orchestrated complex travel arrangements and logistics, optimizing efficiency and ensuring seamless itineraries.  
Prepared and reviewed reports, presentations, and documents for executive meetings, maintaining accuracy and confidentiality.  
Facilitated effective communication between the CEO and internal/external stakeholders, ensuring clear dissemination of information.  
Managed confidential and sensitive information with discretion and professionalism.  
Conducted research and compiled data to support decision-making and strategic planning.  
Coordinated executive events and functions, ensuring flawless execution and a positive corporate image.  
Also looking after all Company DM Certificate Registration and Trademarks In Worldwide.

**import/Export Coordinator**  
**Cool & Cool (ABC INTERNATIONAL LTD) / Dubai United Arab Emirates**  
**/ Sep 2022 - Mar 2023**

Scheduling shipments through freight carriers or via ocean freight or air freight depending on the item's destination  
Coordinating with customs agents to ensure that all documentation is in order prior to shipment  
Communicating with clients on shipping status and resolving any issues that may arise during shipping  
Working with insurance companies to ensure that all shipments are covered for loss or damage during transit  
Maintaining records of inventory, sales, and other business operations activities for the company  
Preparing shipping orders or documentation for international or domestic shipments  
Researching market trends in order to identify new opportunities for business development  
Coordinating with vendors to ensure that all materials are available for packaging or shipping  
Ensuring that all shipments are properly insured and documented for transportation

**Quality Analyst**  
**Pakistan Telecommunication Company Limited / Karachi Pakistan**  
**/ Dec 2020 - Jul 2022**

As quality analyst I am responsible for ensuring that products and services that meet the established standards set by the company. Duties include maintaining strong overall quality control of products made by the company adhering to reliability, performance and customer expectation. Inspection of products is part of the job with the obligation to report and document findings.

**Customer Care Representative**  
**Pakistan Telecommunication Company limited / Karachi Pakistan**  
**/ Sep 2020 - Dec 2020**

Answering questions about a company's products or services,Processing orders and transactions,Resolving issues and troubleshooting technical ,Delivering information about a company's offerings,Handling customer complaints.

**Salesman**  
**Bata Shoes / Karachi Pakistan / Aug 2019 - Jan 2020**

Present, promote and sell products/services using solid arguments to existing and prospective customers, Perform cost-benefit and needs analysis of existing/potential customers to meet their needs, Establish, develop and maintain positive business and customer relationships.

## EDUCATION

**Bachelor**  
**Benazir Bhutto Shaheed University / Karachi / 2021**  
Bachelor in Commerce (B.Com)

**High school diploma**  
**S.M government Arts & Commerce College / Karachi / 2015**  
In Commerce

**Matriculation**  
**Baloch Government Boys Secondary School / Karachi / 2013**  
In Biology

## COURSES

**ACCP-PRO**  
**Aptech Computer Education / Dec 2015 - Mar 2019**

**Englis Works**  
**Eurika / Apr 2016**

**Peace Ambassador**  
**Pakistan American Culture Center / Apr 2015**

## INTERNSHIP

**TCF Mentoring**  
**The Citizens Foundation / Karachi / Dec 2019 - Jan 2020**

The Rahbar Programme is a Youth Mentorship Programme. Rahbar is unique, as it provides a genuine sense of hope not only to the students but to their mentors as well. The key feature of this programme is the ‘Soch se Taqdeer (Thought to Destiny)’ outlook which serves as the guiding principle to inspire young minds to think of themselves as creators of their own destiny.