

# Muhammad Husnain Akram

Document Controller cum Administrator

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## Objective:

To take a long term career oriented employment. Professional Experience and to undertake Responsibility to widen the scope of learning practically to the optimum benefits of the Organization and entire Development of my career

## Professional Certification & Academic Education

Sr.	Certification / Degree	Institution / University	Passing Year
1	B. Tech Engineering	IUB Bahawalpur	2014
2	Diploma Of Associate Engineer	PBTE Lahore	2010
3	Matric (Science)	BISE BWP	2007

## Computer Skills & Other Abilities

Sr.	Skills & Abilities	Types	Proficiency Level
1	OS & Installing	Windows, Mac	Excellent
2	Typing	English & Urdu	45+ & V. Good
3	Graphics	Adobe Photoshop Illustrate, Entertainment	Good
4	MS Office	Word, Excel, Power Point `	Excellent

## Working experience

### Experience: 1

**Position: - Administrator / Document Controller**

**Organization: - Ashraf Sugar Mill Industries, Bahawalpur, Punjab Pakistan**

**Duration: - Sep, 2019 to Jan, 2024**

### **Responsibility:-**

- Receiving and answering mail for the facility.
- Scheduling appointments for clients, Department staff.
- Guiding staff and clients through process and correct administrative protocols.
- Checking and verifying information on client records.
- Monitoring other staff members' performances.
- Maintaining adequate supplies for the facility members.
- Handling complaints and queries professionally.
- Use computer software to coordinate follow-up appointments and refer to specialists as needed.
- Reporting to Manager.

## **Experience: 2**

**Position:** - Document Controller / Assistant Admin

**Organization:** - Al Qassimia Sharjah, UAE

**Duration:** - April, 2016 to Sep, 2019

### **Responsibility:**

- Maintains report with client, managers, and employees by researching and developing new services and methods, setting priorities, and problem solving for workflow issues.
- Coordinating clients plans by liaising with all necessary care providers and professions to ensure client needs are met
- Use computer software to coordinate follow-up.
- Mastermind ways to improve the quality of clients provided by the facility
- Works to create efficient systems and workflows within the Industries.
- Attend departmental meetings and stay up to date on all business initiatives related to the Industries.
- Collect and input all data, insurance information, and financial information into the computer system.
- Accomplishes department and organization mission by completing related tasks and projects as needed.
- Reporting to Manager.

## **Experience: 3**

**Position:** - Assistant Admin

**Organization:** - Asia Ghee Industries Bahawalpur, Punjab; Pakistan

**Duration:** - Feb, 2015 to 31<sup>st</sup> Mar, 2016

### **Responsibility:-**

- Implements all reports, procedures, and policies.
- Inventories and orders office supplies.
- Serves as liaison with technical support staff for office equipment.
- Maintains digital and physical records.
- Prepares agendas and takes notes at meetings and archives proceedings.
- Assists in preparation of reports and presentations and aids in budgeting process.
- Resolves problems by analyzing information and identifying and communicating solutions.
- Reporting to Administrator.

**Experience: 4**

**Position:** - Computer Operator

**Organization:** - Oxford Public High School Khanqah Sharif, Bahawalpur, Punjab; Pakistan

**Duration:** - June, 2014 to Feb, 2015

**Responsibility:-**

- Implements all reports, procedures, and policies.
- Maintains digital and physical records.
- Use computer software to coordinate follow-up.
- Prepares agendas and takes notes at meetings and archives proceedings.
- Assists in preparation of reports and presentations and aids in budgeting process.
- Receiving and answering mail for the facility.
- Scheduling appointments for clients, Department staff.
- Checking and verifying information on client records.
- Reporting to Administrator.

**Personal Information**

Fathers Name	:	Muhammad Akram
Marital Status	:	Married
Passport No	:	CG1329893
Date of Birth	:	25-06-1992
Visa Status	:	17/01/2024 to 16/03/2024
Nationality	:	Pakistani
Religion	:	Islam

**Reference**

Reference will provide on demand.