MUHAMMAD AKRAM

CONTACT

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✉ makram0471@gmail.com

🏠 Faisalabad, Pakistan

PROFESSIONAL SKILLS

✓ Receptionist

✓ Data entry

✓ Document controller

✓ Networking

✓ CCTV security Cameras

✓ Safety Inspector (HSE)

✓ Computer Operator

✓ Driving Licence (Motor bike, LTV , Valid)
✓ Mobile Android(Software Installation)
✓ Computer Hardware
✓ Cashier
✓ Administration as (Campus Supervisor)

PERSONAL PROFILE

professional with a comprehensive background in administration, computer operations, and campus management. Possessing a proven track record of effectively overseeing administrative tasks, ensuring smooth operations, and implementing efficient systems. Skilled in security camera installations, networking, and mobile software configurations. Proficient in MS Office suite and adept at data entry with a typing speed of 40 wpm. Adept at multitasking and excelling in dynamic environments. Seeking to leverage my diverse skill set and practical experience to contribute positively to a forward-thinking organization's success.

STRENGTHS & CAPABILITIES

- Proficient in administration with a strong background in overseeing various tasks.
- Adept in computer operations, including MS Office applications, data entry, and document.
- Skilled in security camera installations, DVR/NVR/XVR configurations, and ensuring.
- Proficient in networking, with experience in setting up and maintaining network.
- Efficient in data entry tasks, with a typing speed of 40 words per minute and expertise.
- Experienced in campus management, including supervisory roles and discipline.
- Knowledgeable in mobile software installations, troubleshooting, and ensuring optimal.
- Reliable in multitasking roles, capable of managing various responsibilities simultaneously.

PROFESSIONAL EXPERIENCE

Campus Supervisor & Discipline Incharge   **Jan 2020 – Present**
Oxley College & Academy of Science

- Supervised campus activities, including student discipline and facility maintenance.
- Implemented and enforced safety protocols to ensure a secure learning environment.
- Managed administrative tasks such as record-keeping, inventory management, and report.
- Collaborated with faculty and staff to coordinate events and initiatives.
- Demonstrated strong leadership skills in managing a diverse team and fostering a positive.

Administrator & Computer Operator   **Nov 2018 - Dec 2020**
Suffa Professionals Commerce & Science Academy

- Managed administrative tasks, including documentation, scheduling, and correspondence.
- Oversaw computer operations, ensuring the smooth functioning of hardware and software.
- Implemented effective security measures, including CCTV camera installations.
- Provided support to staff and students, addressing inquiries and resolving issues promptly.
- Contributed to the overall success of the academy through proactive problem-solving.

Own Work Experience   **2 - Years**
Mobile Software and Camera Installations (Market)

- Successfully installed and configured mobile software to meet client specifications.
- Conducted security camera installations, including DVR/NVR/XVR settings.
- Provided troubleshooting support to ensure optimal functionality of mobile and camera.
- Built a strong reputation for reliability and quality service within the local market.
- Demonstrated adaptability in addressing diverse customer needs and preferences.

Networking Experience (Market)   **1 - Year**

- Installed and maintained network infrastructures for optimal performance.
- Configured routers, switches, and other networking equipment according to client requirements.
- Implemented security measures to protect networks from unauthorized access and cyber threats.
- Provided technical support and troubleshooting assistance to resolve network issues.
- Ensured seamless connectivity and efficient data transmission across network environments.

ACADEMIC QUALIFICATION

❖ **Diploma of Safety Inspector (HSE)**   **2019**

Descon Technical Institute (DTI), Lahore, Pakistan

❖ **Intermediate in Computer Science (ICS)**   **2016**

Board of Intermediate and Secondary Education (BISE) Faisalabad, Pakistan

❖ **Matriculation**   **2013**

Board of Intermediate and Secondary Education (BISE) Faisalabad, Pakistan

COMPUTER LITERACY

- MS-Office (MS-Word)
- Internet and Email
- Data Entry (All Software's)
- Composing Documents
- Computer Hardware + All windows
- Typing speed 40 wpm

OTHER SKILLS

- Security Camera Installations
- DVR+NVR+XVR (Settings and Configurations)
- Networking
- All Mobiles Software Installations
- Campus Managements

INTERESTS

- Computer working
- Reading books
- Making assignments
- Management works
- Cricket

PERSONAL INFORMATION

- Full Name   :   Muhammad Akram
- Father Name   :   Khushi Muhammad
- Date of Birth   :   16-6-1996
- CNIC Number   :   61101-5660904-9
- Passport No   :   EX1329042
- Nationality   :   Pakistan
- Religion   :   Islam
- Marital Status   :   Married
- Phone Number   :   +92 3437464903, +92 3148153903
- Email ID   :   makram0471@gmail.com
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LANGUAGES

- English
- Urdu
- Punjabi