

# Curriculum Vitae



## MUHAMMAD AHSAN AKABAR

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### PROFILE

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

### SKILLS:-

- ✓ Very Energetic result oriented and organized
- ✓ Efficient and well behaved person
- ✓ Extremely hardworking self motivated and able to work independently in a team environment under supervision
- ✓ Keep excellent inter personal relations with colleagues and ready to help them.

### **PERSONAL DETAILS**

Name : Muhammad Ahsan Akabar  
Father's Name : Muhammad Akabar Abbasi  
Nationality : Pakistani  
Passport No : SM1336402  
Passport date of issue. : 11/10/2021  
Passport date of expiry. : 10/10` 2026  
Height : 5.6 Feet  
Weight : 60 KG  
Date of Birth : 01/04/1998  
Religion : Muslim  
Gender : Male  
Marital Status : Married  
Language Known : English, Urdu, Punjabi

### **WORK EXPERIENCE**

- Two years worked in McDonald's as a Front Counter cashier
- Two years worked in Pizza hut as a bike rider
- Current Job: Security officer in serveu LLC

## **QUALIFICATION/DIPLOMA**

- *Matriculation FROM FEDERAL BOARD ISLAMABAD*
- *Program in AutoCAD from NICON Training institute Islamabad 2017*

## **JOB RESPONSIBILITIES**

- *To making all incidents reports and sending to the clients as well as senior management.*
- *Attending guests and visitors complains and solving them as per company policy and procedure.*
- *Making all monthly and yearly basis reports and sending to senior management and concern departments.*
- *Guide to visitors and customer as per their required. .*
- *Dealing with all types of complaints, disturbing customers as well as the Dealing with all types of complaints, disturbing customers as well as the tenants.*

## **SKILLS**

- *Self Correspondence.*
- *Interacting with all the departments as well as the staffs.*
- *Interacting to take responsibilities and doing extra jobs.*
- *Interacting to learn new things, active and understands quickly.*
- *Honest and Sincere in dealing with the customers and our colleagues.*
- *Happy and satisfied with doing the job best.*
- *Planning, Organizing, delectating, receiving and given feed back.*

## **COMPUTER SKILL.**

- *03 months basic Computer course*
- *MS. Excel.*
- *MS. Power Point.*
- *MS. Outlook.*
- *Internet browsing.*

## **DECLARATION**

*I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience. If selected I assure that I would perform to the best of my abilities, early awaiting a Positive response.*

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**MUHAMMAD AHSAN**  
**AKABAR**