

# NISAR AKBAR

ADDRESS: TOURIST CLUB AREA, ABU DHABI

PHONE: 00971-52-8452023

E-MAIL: *AKBARNISAR1@GMAIL.COM*



To seek and maintain full time position that offers professional career growth; utilising interpersonal skills, time management and problem-solving skills.

## Skills

- Proficient in Word, Excel, PowerPoint, Publisher
- Team Management
- Effective Communication
- Office Administration

## Professional Experience

- April 2023-January 2024

### **Administrative Coordinator**

( Glorious Builders, Lahore )

1. Prepared detailed documents and reports in adherence to administrative process
2. Monitored and directed incoming mails and calls
3. Coordinated and scheduled meetings and appointments

- July 2019-December 2021    **Shopkeeper**
  1. Managed all the stock
  2. Managed cash counter
  3. Dealt with customers

## **Education**

- **Intermediate (FA Humanities)**

(Government College University Lahore, Pakistan)

## **Interests**

- Poetry
- Badminton
- Taekwondo (Red Belt)
- Book Reading

## **Languages**

- English
- Urdu
- Persian
- Punjabi