

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