

SHAMROZ AKRAM

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OBJECTIVE

Want to explore my career in the dynamic, team oriented, competitive, and cooperative environment in a reputable organization, where I can get maximum chance of learning and grow as a proficient, innovative, and committed person. To work hard with complete devotion for the better development of the organization, like to take challenging tasks so as to assess my own capabilities and want to provide benefits to my organization.

EDUCATION

Business of Commerce in Commerce <i>Government collage Township, lahore, pakistan,</i>	Aug 2015 - Aug 2017
Intermediate in Computer Science <i>Government College Township, Lahore, Pakistan,</i>	Aug 2013 - July 2015
Matric in Science <i>Islamic Public High School, Lahore, Pakistan</i>	Feb 2011 - July 2013

WORK EXPERIENCE

Manager <i>Hafiz Cash and carry, Pakistan</i>	Jan 2020 - Till Date
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Duties & Responsibilities

- Overseeing daily operations and ensuring efficiency.
- Setting goals and objectives for the team and organization.
- Managing and supervising staff, including hiring and training.
- Developing and implementing policies and procedures.
- Monitoring and evaluating employee performance.
- Creating and managing budgets and financial plans.
- Building and maintaining relationships with clients and stakeholders.
- Ensuring compliance with legal and regulatory requirements.
- Analyzing data to make informed business decisions.
- Addressing and resolving any operational issues or conflicts.
- Leading team meetings and providing direction and support.
- Identifying opportunities for process improvement and innovation.
- Coordinating with other departments to achieve organizational goals.
- Reporting on performance and progress to senior management.
- Developing and executing strategic plans to drive growth and success.

Finance and Accounting Intern <i>WAPDA House, Pakistan</i>	May 2022 - May 2022
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Duties & Responsibilities

- "Although my expertise lies in finance, I am eager to learn the intricacies of dairy farm operations and how my financial background can be applied to contribute to the farm's success.
- "Highlight transferable skills: "My experience in finance and accounting has honed my skills in data analysis, organization, and problem-solving, which are valuable assets in any work environment, including a dairy farm."

SKILLS

- Strong communication skills, both verbal and written.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent problem-solving and analytical abilities.
- Ability to work effectively both independently and in a team.
- Strong organizational and time-management skills.
- Proficient in financial analysis and budgeting.
- Experience with project management and strategic planning.
- Ability to adapt to new technologies and software quickly.
- Strong customer service and relationship-building skills.
- Attention to detail and high level of accuracy.
- Ability to handle multiple tasks and prioritize effectively.
- Strong leadership and team management capabilities.

VOLUNTEER EXPERIENCE

Construction Volunteer

Habitat for Humanity

Assisted in building affordable homes for low-income families. Responsibilities included framing walls, installing windows, and painting. Collaborated with a team of volunteers to ensure timely completion of projects.

Disaster Response Volunteer

Red Cross

Provided emergency support and relief services to communities affected by natural disasters. Tasks included distributing food, water, and medical supplies, offering emotional support, and helping with shelter setup and management.

Human Rights Advocate

Amnesty International

Participated in campaigns to raise awareness about human rights issues. Conducted research, organized community events, and engaged in lobbying activities to promote legislative changes. Also worked on social media campaigns to mobilize public support.

Conservation Volunteer

World Wildlife Fund (WWF)

Contributed to wildlife conservation projects, including habitat restoration and species monitoring. Engaged in activities such as tree planting, cleaning up natural reserves, and educating the public about environmental conservation efforts.