

SHAMROZ **AKRAM**



C.N.I.C

35202-6766541-9

CONTACT

Mobile: +92323-8169748

ADDRESS

House# 141 Block-5 Sec DI Green
Town-Lahore

PERSONAL DATA

Father Name: Muhammad Akram

D.O.B: 30th August 1996

Sex: Male

Nationality: Pakistani

Status: Single

LANGUAGES KNOWN

English

Urdu

Punjabi

COMPUTER SKILLS

MS Office

Web Surfing

OPERATION PROFESSIONAL

Versatile, goal oriented, hardworking experienced professional that demand strong organizational and interpersonal skills. Possess strong public relation and customer service skills, ability to intermingle with cross-functional departments, with high degree of professionalism. Ability to diplomatically resolve problems and effective at collaborating with others to achieve established goals, to contribute towards the growth and success of the organization.

CORE COMPETENCIES

- ✦ Highly determined, vigorous and pragmatic individual.
- ✦ I possess excellent interpersonal skills, with an ability to deal with cross-cultural communications.
- ✦ Ability to diplomatically resolve Patient complaints and diffuse tension, to ensure penitent retention; ability to communicate with doctor and associate.
- ✦ Have knowledge in Medical Applications Used in Hospitals and Basic Health and emergency skills.
- ✦ Quick learner, eager and have a passion to learn and increase my skills.
- ✦ Emotionally mature, tolerant and understanding, along with strong work ethics and a high standard of professionalism.

EDUCATIONAL ATTAINMENTS

EDUCATIONAL QUALIFICATIONS

2021 M.B.A (International Trade)
Hailey Collage of Banking & Finance

2017 B.Com (Commerce)
Punjab University Lahore

2015 I.C.S
B.I.S.E Lahore

2013 Matric
B.I.S.E Lahore

ERP Software
Social Media Marketing
Digital Marketing

ACTIVITIES

1. READING BOOKS
2. COOKING
3. MUSIC

EXPERIENCE

TWO MONTH INTERNSHIP

WAPDA HOUSE LAHORE

MARCH-2022 TO APRIL 2022

KEY ACCOUNTIBILITIES

- Book Keeping
- Ledger Maintenance
- Budgeting
- Inter office Transaction
- Training in Foreign Loan
- General Provident fund & Wapda Rules
- Rectification In G.P Fund Cases
- Budgetary System
- Cash flow
- Foreign loan draft analysis
- Financial Analysis
- Team Management
- MARCH 2016- 2017
- **TEACHER (THE SHINE STAR SCHOOL LAHORE)**
- Maintain the accounts department
- Math teacher
- Good Communication with the parents
- Assign the teacher duty on daily basis

