



# AKMAL FARRUKH ABBASI

## CONTACT

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- Doha, Qatar

## INFORMATION

- QID #: 28458609077
- Passport #: DG1016065
- D.O.B.: 12-08-1984
- Place of Birth: Doha, Qatar
- Nationality: Pakistan

## LANGUAGES

- English: Intermediate
- Arabic: Beginner
- Urdu: Native

## SKILLS

- Bookkeeping
- Cashier
- CSR
- Ms Word

## DIPLOMA

- Ms Office | (2007)

## PROFILE SUMMARY

Highly motivated and professional experience of 18 years. Result-driven & efficient. Excellent communication & interpersonal skills. Seeking opportunity in office management field by utilizing my professional skills to make a significant contribution in the success of prestigious organization.

## PROFESSIONAL EXPERIENCE

### SUPERVISOR

**Pro Jumbo Wash**, Al Rayyan, Qatar | September, 2023 – Onwards

- Supervise the healthy working environment and to maintain the disciplinary procedures.

### CASHIER/ATTENDANT (VOLUNTEER)

**INFLATA PARK**, City Centre, Qatar | May, 2024 – October, 2024

- Collect the payments and issue tickets, also to monitor the inside play area as an attendant.

### REALESTATE CONSULTANT

**Proprietor**, Islamabad, Pakistan | August, 2022 – July, 2023

- Helped customers by provided the property consultancy in sale, purchase and rental listings.

### MERCHANT

**Proprietor**, Islamabad, Pakistan | January, 2016 – July, 2022

- Provided fresh and quality groceries at wholesale price to small and medium enterprises.

### ACCOUNTANT

**Islamabad Farms**, Rawalpindi, Pakistan | December, 2009 – December, 2015

- Maintained the company's bookkeeping transactions and keep the records updated on daily basis.

### RECEPTIONIST

**Basic Human Rights Org.**, Islamabad, Pakistan | August, 2006 – October, 2009

- Dealt and received the visitors at front office and also monitored the administrative records.

## EDUCATION

### I.COM-IT (INTERMEDIATE) – (2003)

- Federal College of Commerce, Islamabad, Pakistan.

### GRADE-10 (MATRIC/SCIENCE) – (2001)

- Army Public School, Murree, Pakistan.