



AKMAL ABBASI

SUPERVISOR

CONTACT

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Doha, Qatar
QID: 28458609077

EDUCATION

I-COM_IT – (2003)

Federal College of Commerce,
Islamabad, Pak.

GRADE-10 (MATRIC) – (2001)

Army Public School, Murree, Pak.

LANGUAGES

English: Intermediate

Arabic: Beginner

Urdu: Native

SKILLS

- Bookkeeping
- Cashier
- CSR
- Ms. Word

INFORMATION

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

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.

DIPLOMA

Microsoft Office – (2007)