



# Aamir Akhtar

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## Contact:-



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Aziza Albaik Mecca-  
KSA

## Languages:-

Urdu ● ● ● ● ● ●

English ● ● ● ● ● ●

Pashto ● ● ● ● ● ●

## Skills:-

Typing

MS . Excel

MS. Office

Reporting

Follow ups

Public Transport Management

HRM

## Summary:-

To take long-term career-oriented employment to invest all my education, qualification, professional experience and to undertake Responsibility to widen the scope of learning practically to the optimum benefits of the Organization and entire Development of my career

## Personal Information:-

Father Name	:	Muhammad
CNIC	:	Idrees 16101-
Nationality	:	5515466-3
Marital Status	:	Pakistani
D.O.B	:	Married 18-06-
Passport No	:	1994. Js1344662

## Education:

SSC:	Federal	Board,
HSSC:	Islamabad	BISE,
Bachelor of	Peshawar	
Arts: Masters:	University of Peshawar	
	In Progress	

## Experience:-

July-2020 - Till Date..

Project Coordinator at Prime-HR, (BRT Project)  
Peshawar - Pakistan

Addressing client issues.

Looking after recruitment.

Maintaining Supervisors Attendance

Managing employees related issues.

Looking after all operational issues.

March-2016 - June-2020

Senior Sales Officer at Uniform Corner  
Peshawar - Pakistan.

Dealing with customers.

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Maintaining stock order & Purchasing.

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Stock Handling.

Searching for clients.