

Asad Akbar

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Purpose Statement

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Expertise:

- **Customer Dealing:** Complain management, New product orientation
- **Direct Selling and Services:** Digital Marketing, Freelancing
- **Performance Reporting:** Daily performance reporting of the team, Presentations to the management.

Working Experience

EnggeeCon Software House

Designation: WordPress Blogger

Duration: Jan 2017 to June 2017

Summary:

- Handling Official Website.
- Monitoring Official Mail Account.
- Engaging Official Social Media Web Pages.
- Monitor all bank deposits and payments.
- Preparing Online Entry Tests for Educational Institutes.
- Handling Online Official Google Meet and ZOOM Meetings.

Directorate of Sports and Youth Affairs Government of KP:

Designation: Office Assistant

Duration: 17 April 2017 to 27 July 2018

- Managed petty cash.
- Prepared expenditure vouchers.
- Checked and verified all claim files.
- Managed various office finance files.

- Perform routine calculations to produce analyses and reports as requested by the Director General Sports and Youth Affairs.
- Preparing balance sheets.

KIPS(Knowledge In Preparatory School) Academy CSS/PMS Section:

Designation: Admin, Accounts and Info Officer

Duration: Oct 2019 till Date

- Preparing invoices.
- Manage Monthly Seminars.
- Preparing and Handling Monthly Income and Expense Reports.
- Procurement.
- Handling and dealing petty cash.
- Communication And Providing Information to students.
- Perform routine calculations to produce analyses and reports.
- Expenditure vouchers dealing.
- Psychological Counseling of Students in Subject Selection for Competitive Exams.

Education

•BS (Computer Science) - 2016

(Software Engineering, Project Management, Information Technology, Android, Web Designing) Sarhad University of Science and Information Technology Khyber Pakhtunkhwa, Peshawar, Pakistan.

•HSSC - 2009

(Pre Engineering) Peshawar board of intermediate and secondary education.

• Matric (SSC) – 2006

(Chemistry, Physics, Mathematics) Federal board of intermediate and secondary education

Training & Certificates

- VISIO SPARK '15 (Project Competition) @ ComsatsWah Campus.
- Training Workshop on "Youth as Active Citizens"@ British Council.
- ArtTech Festival Workshop of Augment Reality @ Peshawar Museum Powered by The World Bank.
- CUETC 2014 (Speed Programming Competition) @ City University of Science and Information Technology.
- NUTEC 2014 (CS Quiz) @ FAST University Peshawar.
- Computer certification (MS Office, Android, Illustrator, Documentation, And Stop Motion Video)
- iSPARK 2016 (LEAD FACILITATOR) Powered By iLearn Software House.
- LCL (Learn, Create, Lead) 3rd Entrepreneurship Conference 2014 @ Jinnah Convention Centre Islamabad.
- ANS (Abasyn National Software Competition) @ Abasyn University.
- CANVAS 2 (Art Exhibition & Competition) As Organizer Powered By Youth Development Society Pakistan.

Skills

- Management Information system
- Microsoft Office, Windows 10, Internet, Computer Hardware, E-Commerce
- Presentation and Communication skills

Languages

English, Pashto, Urdu

Personal Information

Father Name: Gul Akbar

Date of Birth: 12-Oct-1991

Domicile: Peshawar

References

On Request