**MUHAMMAD AKBAR**

Address:Babu Garhi , Jamshed Abad,Warsak Road,Peshawar, Pakistan

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[muhammadakbar013@gmail.com](mailto:muhammadakbar013@gmail.com),

**PROFILE:**

Reliable, trustworthy, and experienced volunteer/remote worker with a genuine understanding of performance dynamics in professional/organizational settings. Capable of working independently or collaboratively as part of a team, and adept at handling administrative duties competently.

**EDUCATION:**

* Bachelor of Commerce
* Master in Business Administration

**POSITIONS HELD**

* Assistant HR Manager PIA
* Sr.HR Officer PIA
* Sr. Staff Officer/Sr. Personal Secretary PIA
* Staff Officer/Personal Secretary PIA
* Stenographer/Personal Assistant PIA
* Assistant/Steno-typist International Islamic University Islamabad
* LDC/Steno-typist Chief Commissionerate for Afghan Refugees Karachi
* Import Officer Mohsin Match Factory, Peshawar

**EXPERIENCE/SRESPONSIBILITIES:**

* **Presently Working in Mohsin Match Peshawar w.e.f. 06.02.2023**
* Working in Import Section dealing with LC Opening manual and online, its documents and liaison with Banks Indenter and clearing agents for follow up of shipments, secretarial work, registration of various brand and renewal of various licenses/chamber certificates
* **Pakistan International Airlines (PIA) Peshawar/Karachi (1993 to 2020)- 27 years**
* Command over independent correspondence within and outside Organization.
* Spearheaded recruitment & employment matters solely and assisted and supported seniors at different levels.
* Issued Joining Reports and Retirement/release letter etc. of employees
* Worked on and familiar with Oracle E- business Suits [Enterprise Resource Planning (ERP)] developed / customized for PIA.
* Nominated and received training as a Master trainer for different HR ERP Modules.
* Worked on and familiar with IBM Lotus notes E-minuting
* Operated on Time Management System (TMS).
* Worked as Secretary of the Station Coordination meeting and recorded/composed minutes of the meetings.
* Maintained and monitored disciplinary and prepared monthly report of all disciplinary cases for onward submission to the Head Office on regular basis.
* Managed and coordinated performance management system of employees in most effective and efficient manner.
* Maintain coordination, communication and support among different Departments of Pakistan International Airlines.
* Maintained and timely provided data and records to Manager at station and Head office.
* Organized and managed Team sessions to achieve overall objective.
* Assessed human resource development and prepared training program for human resources.
* Monitored attendance of HR section and other departments of KP territory.
* Replied / removed Audit Observations.
* Handled leave and passage for PIA employees & their dependents
* Handled outsourced employees matters.
* Managed all Retired employees matters
* Processed cases for Final settlement on separation.
* Handled of all cases regarding grievances of employees.
* **International Islamic University, Islamabad (1992 to 1993) - 01 year**
* Worked in Examination Branch. Preparing Exam. Schedule, Results and Mark Sheets
* Issuance of Degrees and Various Certificates to student of various countries/culture
* **Chief Commissionerate Afghan Refugees Karachi 1986 to 1992) - 06 years**
* Clearance of various consignment/aids for Afghan Refugees from Sea Port and Airport
* Dispatch of various items/aid to Afghan Refugees Camp at Peshawar and Quetta

**COMPUTER SKILLS:**

* Good speed of Typing with Accuracy
* MS-Word, Excel , Windows and Internet application

**HOBBIES**

* + - * Reading books of interests
      * Learning more and more computing skills
      * Surfing net
      * Member of PIA Scouts and Emergency Response Planning

**LANGUAGES:**

English, Urdu, Pushto.

**PERSONAL DETAILS:**

* Date of Birth: 02.04.1969 ( Age 54 years)
* Marital status: Married
* CNIC No: 17301-3096890-7

**REFERENCES:**

Will be furnished on demand.