



# MUHAMMAD AKBAR

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## **PROFILE:**

A reliable, trustworthy and numerate business graduate, who has worked for Pakistan International Airlines (PIA) and numerous International Organizations, has gained a good understanding of what has to be done in a professional organizational environment and able to work on own initiative or as a part of a team and can deal with administrative duties competently.

## **EDUCATION:**

- Bachelor of Commerce from Karachi University in 1991
- Master in Business Administration from Al Khair University

## **POSITIONS HELD**

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- Assistant HR Manager PIA
- Sr.HR Officer PIA
- Sr.Staff Officer/Personal Secretary PIA
- Staff Officer/Personal Secretary PIA
- Stenographer/Personal Assistant PIA
- Assistant/Stenotypist International Islamic University Islamabad
- LDC/Stenotypist Chief Commissionerate for Afghan Refugees  
Karachi

## **EXPERIENCES:**

- Pakistan International Airlines (PIA) Peshawar/Karachi (1993 to 2020)- 27 years
- International Islamic University, Islamabad (1992 to 1993) - 01 year
- Chief Commissionerate Afghan Refugees Karachi 1986 to 1992) - 06 years

## **Responsibilities and achievements:**

- Command over Typing and Shorthand.
- Command over independent correspondence.
- 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 cases 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 (The client).
- 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.
- Replied / removed to 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.

**COMPUTER SKILLS:**

- Command over short hand and typing
- Windows, Internet application, Excel, Word etc

**HOBBIES**

- Reading books of interests
- Learning more and more computing skills
- Surfing net

**LANGUAGES:**

English, Urdu, Pushto.

**PERSONAL DETAILS:**

- Date of Birth: 02.04.1969 ( Age 53 years 5 months)
- Marital status: Married
- CNIC No: 17301-3096890-7

**REFERENCES:**

Will be furnished on demand.