



# ZAHOOR AKBAR

## CONTACT

-  03555912277
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-  Zulfqar abad , Gilgit

## EDUCATION

2015 - 2017  
INTER COLLEGE GUPIS

- FA

2021 - 2023  
ALAMA IQBAL OPEN  
UNIVERSITY

- BA

## EXPERTISE

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication

## LANGUAGES

- English
- Urdu
- Khowar
- Shina

## PROFILE

I am a hardworking and motivated professional with experience in office administration and gemstone processing. I completed a 6-month internship at the Gemstone Lapidary Center in Gilgit-Baltistan, where I gained practical skills in gemstone cutting and polishing. I am eager to apply my skills and continue learning in a dynamic work environment.

## WORK EXPERIENCE

### Capital Constructors & Builders Private Limited Islamabad

As my first professional role, I currently serve as an Office Assistant at Capital Constructors & Builders Private Limited.

### Gemstone Lapidary Center Gilgit Baltistan

Completed a 6-month internship at the Gemstone Lapidary Center in Gilgit-Baltistan, gaining hands-on experience in gemstone cutting, polishing, and quality enhancement. Assisted in the production process and learned about market trends and sales strategies in the gemstone industry

## SKILLS

- MS Excel
- MS Office