



# NAEEM AKHTAR

- 📞 00966 596516137
- ✉ naeemakhtar1212@gmail.com
- 📅 28 April 1990
- 📍 Riyadh, Saudi Arabia

## EDUCATION

### Bachelors in Computer Sciences

Binary University, Malaysia  
2014

### Advanced Diploma in Computer Studies

Institute of Commercial Management, UK  
2013

### Intermediate

Hazara Public School & College, Pakistan  
2008

## EXPERTISE

- Administrative Duties
- Project Duties
- Team Supervision
- Customer Services
- Documentation & Controlling
- Team work
- Professional attitude

## SKILLS

- MS Office
- Database Program
- Canva

## PROFILE

Professionally driven individual with a strong track record of achievement, committed to delivering results and eager to contribute expertise to new challenges.

## WORK EXPERIENCE

### Noor Autos & Traders, Pakistan

2021 – 2025

#### Showroom / Outlet Manager

- Oversaw daily showroom operations, including inventory management and sales strategy for bikes.
- Maintained an organized and appealing showroom layout to attract customers.
- Managed spare parts inventory, ensuring availability and efficient restocking of high-demand items.
- Developed relationships with customers to support sales and service loyalty, providing expert advice on products and maintenance.

### NAQEL Express Logistics, Riyadh

2019 – 2021

#### Operation Support Staff / Supervisor

- Prepared and analyzed daily and weekly out-for-delivery (OFD) reports across the kingdom.
- Managed monthly courier incentive calculations, consolidations, and documentation.
- Coordinated time sheets and provided operational support and analysis.

### Babakar Abu Kaas, Riyadh

2018 – 2019

#### Merchandiser

- Oversaw merchandise activities in assigned stores and malls.
- Managed supplier relations, ensured product display, and maintained stock levels through daily store visits.

## LANGUAGE

- English
- Arabic
- Urdu

## REFERENCES

Available upon request.

### **Asra Wasila Est., Riyadh**

**2012 - 2017**

#### **Site Supervisor**

- Monitored and supervised construction activities of subcontractors and staff.
- Defined project scope and allocated resources and materials.
- Briefed crew on daily tasks and ensured safety protocols.
- Created daily progress reports and communicate key updates to concerned.

### **Falak Sher Awan & Partner Co., Riyadh**

**2010 - 2012**

#### **Site Supervisor**

- Managed on-site operations, handled materials logistics.
- Conducted excavation, backfilling, and compaction tasks.
- Assisted workers to meet deadlines, monitored project adherence to schedules, and provided daily progress updates to management and clients.

### **Muhammad Hussein Electromechanical Work Est., Riyadh**

**2009 - 2010**

#### **Admin Assistant / Coordinator**

- Ensure smooth office operations by managing daily administrative tasks efficiently.
  - Handle customer queries professionally to enhance satisfaction.
  - Maintain records and files for accurate documentation and easy retrieval.
  - Oversee payroll to ensure timely and accurate salary processing.
  - Communicate with management, staff, and clients for smooth coordination.
  - Provide daily project updates to keep all stakeholders informed.
  - Coordinate with teams and attend meetings to align goals and strategies.
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