

MUHAMMAD AKMAL

Curr Country: Saudi Arabia

Home Addr: Rawalpindi, Pakistan

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Personal Details

8th February, 2002 | Male | Pakistani | Single

BBA (Hons) in HR with hands-on experience in human resource & office administration. Proficient in MS Office with strong organizational and administrative skills. Detail-oriented and effective in communication, committed to contributing to human resource, administrative, and office support functions in a professional environment.

EXPERT IN: Administrative Skills • Office Administration • Recruitment & HR Support • Record Management
• Document Control • Attendance & Timesheet Management • Data Entry & Formatting
• Microsoft Office • Typing • Attention to Detail

WORK EXPERIENCE

ITSOLERA PVT LTD, ISLAMABAD, PAKISTAN || NOV 2024 – APRIL 2025

HR INTERN

- Posting job openings on various platforms.
- Shortlisting suitable candidates and contacting them for further recruitment stages.
- Maintaining and updating candidate records using Microsoft Excel and Word.
- Arranging interviews, including scheduling, coordinating with candidates and interviewers, and ensuring a smooth and timely hiring process.
- Preparing offer letters and organizing educational documents in system.

MANZAR ACADEMY, D I KHAN, PAKISTAN || OCT 2023 – MAR 2024

CONTENT COMPOSER

- Prepared Academic documents including exam papers, schedules, letters and grammar notes using MS Word.
- Efficiently typed content in both English and Urdu, maintaining accuracy and proper formatting.
- Ensured timely delivery of high-quality, error-free documents.
- Applied strong attention to detail and language precision in all tasks.
- Demonstrated effective time management and organizational skills in meeting deadlines.

ACADEMIC QUALIFICATION

- ▶ **BBA (Hons) - HRM** from Gomal University DIK, 2024
- ▶ **FSC (Pre-Engg)** from BISE DIK, 2020
- ▶ **SSC (Science)** from BISE DIK, 2018

PROFESSIONAL QUALIFICATION

- ▶ **Diploma in Information Technology - DIT** from KPBTE Peshawar, 2023

COMPUTER SKILLS

- 06 Months Computer Course from Computer Learning Center D I Khan.
- 3 Months Graphics Designing Course from Cyberlinks I.T College & Training Center D I Khan.

LANGUAGES

- **Urdu** – Fluent
- **English** – Conversational
- **Arabic** – Beginner