Akif Sarfaraz

**DOB:** 14/12/1992 .

**Nationality:** Pakistani

**Career Objective:**

A highly resourceful, flexible, innovative, and enthusiastic Individual who possesses a considerable amount of knowledge regarding Administration management .Have the ability to develop and maintain close working relationships with productive team. Seeking a challenging role, where my existing skills and qualifications will add value from the outset, whilst I continue to further develop my skills and knowledge in this field.

# Education and other qualifications

* **BS (CS): Computer Science, 2015**

Dual Degree program from Lancaster University England and CIIT Lahore.

* **IELTS :**

British Council.

* **AusPak International:**

Spoken English course.

**Technical and other skills**

* Have experience in HRM department.
* Very effective in client services.
* Also have PRO service experience.
* Have networking issues handling experience.
* Very good knowledge of computer usage.

# Experience

***1: Dubai, UAE.***

***Administration Manager*** *(*Oct 2015-Present*)*

**Duties:**

* Making Monthly Reports (Cash Flow).
* Dealing with clients.
* Resolving of employees issues.
* Visa handling of employees including Cancellation, Entry and approval from JAFZA.
* Managing company's staff and their issues.
* Document controlling.
* Plan and coordinate administrative procedures and systems and devise ways to streamline processes
* IT issues resolving.
* Companies issues resolving.
* Check and balance in account transactions.
* Assess staff performance and provide guidance to ensure maximum efficiency.
* Ensure the smooth and adequate flow of information within the company to facilitate other business operations

*2:* ***Scarlet IT Systems****--****Lahore Pakistan***

***Sales Executive*** (May 2015-Oct 2015)

* **Duties:**
* Organizing sales visits.
* demonstrating/presenting products
* Establishing new business
* Help the clients in order to deliver best suitable product to them.
* Attending trade exhibitions, conferences and meetings
* Reviewing sales performance.

*3:* ***Treet Group of Companies--Lahore Pakistan.***

***Internee*** (Feb 2015-May 2015)

* **Duties**:

1. User’s Issues handling related to networking.
2. Desktop trouble shooting.
3. Installation of windows through server.

# Operating System Skills

* Windows and Linux Operating.
* IP Configuration.
* Software Installations.
* Trouble shooting.
* Windows Installation etc.

# Interests

* Watching documentaries.
* Playing cricket.
* Travelling.

**References**

* References will be furnished upon request.

**Job Seeker First Name / CV No: 1798440**

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