



Ali Akbar

Date of birth: 08/04/2000 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:** (+92) 3059779643 (Mobile) | **Email address:** aliakbar03059779643@gmail.com | **YouTube:** www.youtube.com | **WhatsApp Messenger:** Computer |

Address: Rehman Town Mailsi district Vehari Punjab Pakistan , 61200, Mailsi , Pakistan (Home)

ABOUT ME

My name is Ali Akbar. I'm from Pakistan. My education is bachelor from international university allama Iqbal Open university. I have 5 year computer knowledge and 2 year customer service and dealing experience.

WORK EXPERIENCE

06/03/2018 – 10/08/2020 Punjab Pakistan , Pakistan
PRIVATE SCHOOL

Office work.
Maintain office records and files.
Paper composing.

01/09/2020 – 26/10/2022 Punjab Pakistan , Pakistan
FRONT DESK OFFICE PRIVATE SECTOR

Maintain office records and files.
Customer Service and office work

26/09/2023 – 30/04/2024 Punjab Pakistan , Pakistan
DATA ENTRY OPERATOR PRISON DEPARTMENT PAKISTAN

Upload Data on perison software and complete the file

03/05/2024 – CURRENT Punjab Pakistan , Pakistan
BANK TELLER RAVI EXCHANGE COMPANY PRIVATE LIMITED

Work as a cashier.
Customer Service and dealing with all kinds of challenges.
Knowledge about all countries currency.

EDUCATION AND TRAINING

12/02/2018 – 15/01/2020 Islamabad Pakistan , Pakistan
BACHELOR IN ARTS Allama Iqbal Open university

Website www.aiou.com

LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Microsoft Office | • INPAGE PROFESSIONAL 3.0 | MICROSOFT EXCAL | Google drive/ gmail | Word, Excel, Power pont intermediate knowledge

HOBBIES AND INTERESTS

Book reading

I like book reading