



DANIAL AKRAM

ABOUT ME

My objective is to work in an organization where I can explore myself in the field and eager to bring my expertise to increase my potential and to improve technical as well as analytical skills in order to add value to the organization.

CONTACT



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SKILLS

Microsoft Office



IBM SPSS



Microsoft Project



Power BI



WORK EXPERIENCE

Manager Administration at SAMBU Construction Co. LTD | AJK, PK | June 2022–May 2023|

Prepare monthly progress payment claims. Monthly closing of invoices. Manage office supplies and ration. General administrator duties and documentation. Coordinate worker related matters such as attendance, leave application, workers' medical claim. Ad-hoc duties assigned by Project Manager

Area Manager (North) at CarFirst | ISL, PK | June 2017 – June 2022 |

Developing and executing plans to meet and exceed monthly and quarterly targets. Daily monitoring & Meeting KPIs. Team Management & Coordination. Maintaining the pipeline of all leads by using Microsoft Excel/Power BI. Support the team with other responsibilities as required.

Internship in Government College of Technology, Attock (Admin and Accounts department) | April 2016 - April 2017 |

Internship in PTCL headquarters G-8 Islamabad (PO&CC Dept.)

Internship in Askari Bank Ltd. I-10 Islamabad branch.

EDUCATION

Master of Science in Project Management (MSPM)

2016-2018

COMSATS University, Islamabad, Pakistan

Bachelor of Business Administration (BBA-Marketing)

2012-2016

COMSATS University, Islamabad, Pakistan

HSSC (Computer Science)

2009-2011

F.G College for MEN F-10/4, Islamabad

SSC (Computer Science)

2007-2009

AWARDS & TRAINING

Training workshop of Transforming student behavior.

Certificate for conducting a seminar

Certificate of Participating in PAK-CHINA Business Forum

Certificate of Merit in Science Exhibition