

AKMAL ABBASI

Highly Motivated and professional experience with over **18** years in Front Office, Bookkeeping and Real Estate consultancy. As a hard working professional, I am personable good at building loyal relationship, analytical thinking, increasing sales by articulating product benefits, creating solutions that provide value to the customer and to grow the prestigious company's portfolio.



+974 71236076

✉ akmalfarrakh@gmail.com

in [Linkedin.com/in/iaqmel](https://www.linkedin.com/in/iaqmel)

Skills

- International Sales Representative
- Bookkeeping and POS Cashier
- Computer Literate
- Customer Relationship Management
- Front Office Multitasking
- Communication Skills (English, Urdu)

Education

Ms. Office Diploma:

Brunel College, Rawalpindi, Pak. (2007)

I.COM-IT:

Federal College of Commerce, Islamabad, Pak. (2003)

MATRIC (Grade-10):

Army Public School, Murree, Pak. (2001)

Personal Data

QID: 28458609077

Passport#: DG1016065

Place of Birth: **Doha, Qatar**

D.O.B.: 12-08-1984

Employment History

Supervisor (September-2023 to Onwards)

Pro Jumbo Wash, AlRayyan, Qatar.

- Supervise the healthy working environment and to maintain the disciplinary procedures.

Cashier (May-2024 to October-2024)

Inflata Park, Doha, Qatar.

- Provided excellent customer services, also to maintain the POS system and cash register on day to day basis.

Entrepreneur (January-2016 to July-2023)

Merchandizing & Property Consultancy, Islamabad, Pakistan.

- Wholesale supplier and also provided real estate consultancy in sale, purchase and rental listings.

Accountant (December-2009 to December-2015)

Islamabad Farms, Islamabad, Pakistan.

- Maintained the bookkeeping register and keep the procurement data updated on daily basis.

Receptionist (August-2006 to October-2009)

Basic Human Rights (NGO), Islamabad, Pakistan.

- Superbly dealt the visitors at front office and also to monitor the administrative records.