

IMRAN AKRAM

Dubai, UAE.

Contact: 0524427384

DOB: 04-August-1984

Nationality: Pakistani

E-mail: imran.akram7980@gmail.com

Visa status: Employment visa



Objective:

Seeking a career in rewarding organization to use and enhance my abilities with the help of motivation, enthusiasm and professional skills so, as to give maximum benefits to the organization I work with it.

Summary of professional qualification:

My career at **Material Lab Testing Services Dubai (S.S.Lootah Group)** had sufficiently exposed me to challenging environment, To develop innovative and creative solutions to problems. Able to work well on his own initiative and can demonstrate the high levels of motivation required to meet the tightest of deadlines.

Employment experiences:

❖ **November– 2013 Till date Material Lab Testing Services. Dubai**

Data Entry Operator

Document Controller

Responsibilities:

- Maintains data entry requirements by following data program techniques and procedures.
- Greet, assist and respond to public inquiries.
- Enters data by inputting alphabetic and numeric information using an established procedure and through detailed web based interface.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered data by reviewing, correcting, deleting or reentering data; combining data from multiple system when information is incomplete, purging files to eliminate duplication of data.
- Contributes to team effort by accomplishing related results as needed.
- Actively using LIMS for making the quotations, receiving the sample request, uploading and attaching the test reports
- Managing the test reports backup manually.

Storekeeper

Responsibilities:

- All receipt/issue and inspection of materials in stores along with proper formalities and documentations.
- Responsible for the store, the material and manpower associated with it, including its safe custody and security.
- Maintaining material stock register.
- Material requirement to be planning department.
- Maintaining daily site issue register.
- Daily basis receipt, issued and balance maintain to the system.
- Co-ordinating with the planning department.

Academic profile:

2005 - 2007 Bahauddin Zakariya University,Multan Pakistan

Bachelor of Arts

2001-2003 Board of Intermediate And Secondary Education,Multan Pakistan

Intermediate

SECONDARY:

2000-2001 Board of Intermediate And Secondary Education,Multan Pakistan

Matriculation

Technical Course:

2015 Emirates Education Center, Dubai

AUTOCAD (Architectural Design)

IT skill set:

- MS Word.
- MS Excel
- MS Office
- E mail & Inter Net
- LIMS
- Power point

Personal profile:

Religion : Islam
Marital status : Married
Passport number : BX1328493
Passport Expiry period : 30/10/2029
Languages known : English, Urdu,Punjabi

Reference:

As per Demand

