



**WASEEM  
AKHTAR**

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### **PROFESSIONAL OBJECTIVE**

To seek a challenging, developing and career making position with opportunity to utilize my best capabilities in collective personal, organizational and social growth as a whole and serve the organization with sincerity and professional commitment.

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### **QUALIFICATIONS**

PARTICULARS	INSTITUTE	STATUS	YEAR
D A E ( Diploma Associate Engineering (Mechanical)	KEMAN Institute of Management, Science & Technology	Passed	2017
D.Com(Diploma In Commerce)	Government Commercial Collage Karachi	Passed	2000
Matriculation(Science)	Farah Memorial Academy	Passed	1997

### **CURRENT WORK EXPERIENCE**

**August 2014 to Till**



**Orient Energy Systems (Pvt.) Ltd.™**

I am working with **M/S. Orient Energy Systems (Private) Ltd** as a '**Coordinator Services**' from Aug 2014 to till date.

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### **PREVIOUS JOBS EXPERIENCE & DISTRACTION**

**October 2010 to June 2011**



I had worked with **M/S. Macpac Films Limited**, as an '**Assistant Store Manager**' from Oct 2010 To Jun2011.

- Making Raw Material Reports
  - Making Recycle Reports
  - Making Stock Reports. Issue & Receiving
  - Materials, Working IBS Accounts & Finance Software
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## January 2008 to December 2009



I had worked with **M/S. Dam Water Manufacturer** as an '**Office Assistant**' from Jan 2008 to Dec 2012

- Correspondence with Consumers & Vendors
- Maintain Accounts
- Making Bills
- Making Monthly Accounts Closing Reports
- Plant Operating

## January 2004 to December 2006



I had worked with **M/S. Komal Corporation** as an '**Office Assistant**' from Jan 2004 to Dec 2006

- Correspondence with Consumers & Vendors
- Making Monthly Accounts Closing Reports.
- Making Quotation, Comparative Statement & Bills

## January 2001 to December 2002



I had worked with **M/S. A.Z Enterprises** as an '**Office Assistant**' from Jan 2001 to Dec 2002

- Correspondence with Consumers & Vendors
- Making Monthly Accounts & Closing Reports
- Making Quotation, Comparative Statement & Bills

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### **PERSONALITY TRAITS:**

- Good Communication skills
- Impressive personality
- Good planning & organizing skills
- Quick learner & adaptive to changes
- Supportive team player
- Unhesitant to challenges

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Details of significant Duties and Core Responsibilities during my span of career:

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## EXPERIENCE IN AUDIT AND ASSURANCE

<b>SOFTWARES</b>	<ul style="list-style-type: none"><li>◆ I have been the part for developing the CRM &amp; IBS Software (AX Dynamics 2012) as per company requirements and provide solutions.</li><li>◆ I have been working / managing / data entry in different software's like, BRP, Oracle &amp; AX Dynamic 2012</li></ul>
<b>CUSTOMER DEALING</b>	<ul style="list-style-type: none"><li>◆ I have been involved in dealing with the customers effectively &amp; providing them with the appropriate solution for their complaints.</li><li>◆ I have worked as the liaison and the correspondent on behalf of my company with the customers through all means of communication.</li><li>◆ Tele marketing and sales has also been my prominent work.</li></ul>
<b>BUSINESS</b>	<ul style="list-style-type: none"><li>◆ I have been involved in preparation of quotation and related official letters for the business customers.</li><li>◆ I have also been extracting and preparing the daily activity reports for the analysis purposes.</li></ul>
<b>HUMAN RESOURCE</b>	<ul style="list-style-type: none"><li>◆ Allocation of the staff and their deployment has also been the part of my work scope.</li><li>◆ Customer troubleshooting through the effective use of the technical staff is one of my key areas at workplace.</li></ul>

## TRANING

- Software Ltd (AX Dynamics 2012)
- Cummins EPR Application Portal training(online)

## EXTRA CURRICULAR

- Participated in various speech school levels
- Participated in scouts in school level

INFORMATION PROFICIENCY		PERSONAL DETAILS	
<u>GENERAL</u> <ul style="list-style-type: none"><li>■ MS Office</li><li>■ MS Excel</li></ul>	<u>SPECIALIZED COMPUTER SKILLS</u> <ul style="list-style-type: none"><li>■ Data entry in Difference Software</li><li>■ Computerize Accounting</li><li>■ Networking</li></ul>	<b>Date of Birth:</b>	30th July, 1981
		<b>Marital Status:</b>	Married
		<b>Nationality:</b>	Pakistani
		<b>Hobbies/Sports:</b>	Islamic & Historical Book Cricket
		<b>Languages:</b>	Fluent in English and Urdu
		<b>Reference</b>	Will be made available on request
GEOGRAPHICAL WORK PREFERNCES		DATE OF AVAILABILITY	
<ul style="list-style-type: none"><li>■ Have traveled to various locations for official assignments in and Outside Karachi</li><li>■ Can relocate abroad and travel for official assignments.</li></ul>		30 days' notice period	

# **“COVERING LETTER”**

Dear Sir/Madame,

I am writing to express my interest in your firm for a suitable job and submit my resume for you review. Having served in misc. firms, departments and performing my roles for the past 11 years with continued success in meeting the goals, I can make a valuable contribution to your organization's future initiative.

What I bring to this position is a combination of my exposures, arts, team leadership and business development skills that I have leveraged to meet and exceed expectations.

I can manage the enjoiment without supervision, juggle multiple tasks effectively and maintain the value,

My resume contains additional details regarding my career achievements. I would welcome an opportunity for an interview to discuss your firms need and the result you can expect from me addressing these.

I look forward to hearing from you at earliest opportunity.

Regards,

Waseem Akhtar

I am from Karachi, Pakistan you can contact me on this following numbers

Mobile # +92-3342-032631

WhatsApp #+92-3022-032631

Skype ID waseem.dxn



## JOB DESCRIPTION

**OES-COMM-JD-001**  
**Document #**

**0**  
**Revision**

**Nov 21<sup>st</sup> 2019**  
**Issuance Date**

### JOB DESCRIPTION

<b>Name</b>	Waseem Akhtar	<b>Emp. ID #</b>	204096
<b>Job Title</b>	Coordinator	<b>Department</b>	Product Support
<b>Grade</b>	B3	<b>Location/Region</b>	Head Office – South
<b>Report to</b>	Service Manager/Regional Manager.		

### COMPETENCE CRITERIA

<b>Qualification - Academic / Technical</b>	<b>Experience</b>	<b>Skills</b>
DAE (Mechanical)-2017  D.Com (Commerce)-2000	08 Years.	<ul style="list-style-type: none"><li>• Command on MS office, MS AX.</li><li>• Well communication, presentation &amp; Interpersonal skills.</li><li>• Optimistic &amp; Professional attitude and approach</li><li>• Leadership and organizer skills</li><li>• Team &amp; Time management</li></ul>

### PURPOSE

To Maintain The Service Record.

### RESPONSIBILITIES, AUTHORITIES & ACCOUNTABILITY



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### Responsibilities:

- Job Opening & Closing monthly KPI Reporting.
- Time Booking of Service Engineers.
- Maintain daily activity sheet on excel & update on daily basis.
- Prepare Service Quotation.
- Prepare DR (Delivery Request) Warranty, Internal Departmental.
- Coordination with Internal Departments for Service related Queries.
- Update New Engine Population in System (Microsoft AX) & Informed to aftersales Department.

### AUTHORITIES:

- To follow Cummins Quick Serve process.
- Monthly KPI Reporting.

### ACCOUNTABILITY:

- To follow Cummins Quick Serve process.

Reviewed By

Date:

10/02/2020

Approved By HOD:

Date:

11/02/2020