

# HAMZA AKRAM

📍 Civil Hospital Road Street # 3 House # 4 Rahim Yar Khan

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## Objective

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To secure a challenging and rewarding position in a dynamic and progressive organization where I can leverage my skills, dedication, and diverse background to contribute effectively towards the success of the company and achieve personal and professional growth.

## EDUCATION

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Matric <i>Government Colony High School</i>	2011 Rahim Yar Khan
DAE Electrical Engineering <i>Swedish College of Technical Education</i>	2014 Rahim Yar Khan

## WORK EXPERIENCE

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### AL SAFWAH SUPER MART (Jeddah) | STOREKEEPER

Experience 2 years :

- Inventory Management : Effectively tracked, organized, and maintained stock levels, ensuring accurate record-keeping and timely replenishment.
- Order Fulfillment : Efficiently processed customer orders, picking and packing items for shipment, and verifying order accuracy before dispatch.
- Quality Control : Conducted routine inspections of incoming and outgoing goods, identifying and addressing any damaged or faulty items to maintain product quality.

### AL BAROOQ ALUMINIUM PVT.LTD (Jeddah) | HELPER

Experience 3 years :

- Constructed and installed custom aluminum windows for residential and commercial clients.
- Cut, shaped, and assembled aluminum frames using power tools and machinery.
- Conducted quality checks on finished products to ensure they met industry standards.

### LEOPARDS COURIER | CUSTOMER SERVICE

Experience 2 years :

- Promptly addressing customer inquiries and concerns through various channels such as phone, email, and live chat, showcasing a commitment to excellent service and ensuring customers feel valued and heard.

## SKILLS

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- Data Entry
- Microsoft Office Suite
- Conflict Resolution Skill
- Inventory Management
- Attention to Details
- Computer Proficiency

## LANGUAGE

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- English (Intermediate)