

# Syed Omair Akbar Shah



## Contact

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## Languages

- English
- Urdu
- Hindi
- Punjabi
- Saraiki

## Hobbies

- Reading
- Traveling
- Cooking
- Design

## Summary

Admin Assistant/Lecturer with 6+ years of experience organizing, presentations, Managing, correspondence, preparing facility reports, Data entry and record keeping, Scheduling, coordinating, meetings and maintaining the utmost confidentiality. Looking to leverage my knowledge and experience into as an Admin & Accounts Assistant and Lecturer. Strong background in project management and customer relations.

## Skill Highlights

- Project management
- Strong decision maker
- Problem Solving
- Creative design
- Innovative
- Service-focused

## Experience

### Admin Assistant/Lecturer Aug 2017 - Jun 2023 Vocational Training Institute, Punjab Pakistan

- Managed executive calendars, scheduled meetings, and coordinated travel arrangements.
- Provided administrative support by drafting emails, memos, and reports with a high level of accuracy and attention to detail.
- Developed course syllabi, lesson plans, and assessment materials, aligning them with learning outcomes and academic standards.

### Lecturer Jan 2016 - July 2017 Quaid e Azam College of Management & Sciences

- Designed and delivered engaging lectures on Web.
- Designing to undergraduate students.
- Teaching methods and multimedia resources.
- Developed course syllabi, lesson plans, and assessment materials, aligning them with learning outcomes and academic standards.

## Education

**Master of Computer Science:** Computer Information Systems - 2015  
Bahauddin Zakaria University, Multan Punjab Pakistan

**Bachelor of Commerce:** Business Commerce -2012  
University of Punjab, Lahore Pakistan

## Certifications

**NITB (certificate):** Ghazi University DG Khan, Pakistan  
**Post Graduate Diploma IT (One Year):** Govt. Post Graduate College, DG Khan, Pakistan

**Certificate in Computer Application (certificate):**  
Govt. College of Commerce, Jampur Punjab Pakistan