

Muhammad Anas Akbar

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29 JULY 1998

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PROFESSIONAL SUMMARY

An enthusiastic and well-qualified professional seeking for a challenging opportunity where I can enhance my skills and put my studies in practice to prepare me for an inspiring career in the field of HR.

My Professional traits include: problem solving aptitude, presentation skills, active listening, critical thinking, technological adaptability, relationship development, project planning, written and verbal communication.

AREAS OF EXPERTISE

- | | | |
|--------------------------------|----------------------------|------------------------------|
| - Creative & Strategic Thinker | - Problem Solving Aptitude | - Project Management |
| - Marketing | - Public Relations | - Learning Aptitude |
| - Customer Relations | - Staff Management | - Technological Adaptability |

ACADEMIC QUALIFICATION

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|----------------------|--|-------------|
| Sep 2017 - June 2021 | University of Wollongong Australia (Dubai Campus) | Dubai, UAE. |
| | Bachelor of Commerce in Human resource Management | |
| Aug 2014 - June 2017 | North American International School | Dubai, UAE. |
| | High School Diploma | |

PROFESSIONAL EXPERIENCE

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|-----------------|---------------------|
| Etisalat | Dubai, UAE. |
| Sales Executive | Jul 2019 - Aug 2019 |

- Was responsible to convince customers to use Etisalat packages by doing active marketing.
- Shows customers the advantage of the product, takes questions and convince consumers to buy the product

- | | |
|-----------------|---------------------|
| Huawei | Dubai, UAE. |
| Sales Executive | Mar 2019 - Apr 2019 |

- Was responsible for demonstrating the features of the products to customers and attract them to purchase it.
- Shows customers the advantage of the product, takes questions and convince consumers to buy the product.

KEY UNIVERSITY PROJECTS

- Developed Recruitment and Selection report on Chalhoub Group Dubai UAE by interviewing the HR of Chalhoub Group and understanding the recruitment and selection process done by the company.
- Developed Managing Human Resources report on the Importance of Talent Management (Mattson Finance Multinational Company).
- Developed an International and Comparative Human Resource Management report on the expansion of a Zayed University in United Arab Emirates to Saudi Arabia.
- Developed a Cross Cultural Management report on Velvet Magazine by implementing Edward Hall, Hofstede and Trompenaars seven-dimension theories.
- Developed an Organizational Analysis report on Under Armour by implementing Bolman and Deal four frames leadership Model.
- Developed an Employee Relations Management report on Award and Enterprise Agreement Comparison and Analysis of Australian Retail Supermarket BIG W.
- Developed Workplace Health and Safety Management report on Union Carbide Disaster Bhopal India.

- Developed Learning and Development in Organizations workshop on How to dress successfully in the organization.
- Developed Small Business Management Report on Women in Small Business by interviewing the Manager of Harvey Nichols Dubai UAE on how she started her own small business as a woman and became successful in it.

HRM SPECIALIZED COURSES STUDIED

- Organizational Behavior
- Recruitment and Selection
- Managing Human Resources
- Employee Relations Management
- Management of Change
- Strategic Management
- Workplace Health and Safety Management
- Learning and Development in Organizations

KEY UNIVERSITY ACHIEVEMENTS

- Achieved High Grade in the whole class on presenting Strategic Management PowerPoint on Kraft vs Cadbury
- Achieved High Grade in the whole class on creating Organizational Analysis report on Under Armour by implementing Bolman and Deal four frames leadership Model.
- Achieved Certificate on developing best sustainability report for a simulated global manufacturing smartphone company.
- Achieved reward for creating best Real time Forex trading stimulation and submitted a report on the stimulation including the trading strategies, market view and the performance analysis.

SKILLS

Laboratory: Exceptional leadership and communication skills, interpersonal skills, problem solving aptitude, teamwork, written and verbal communication, active listening, leadership, organization, adaptability, negotiation and time management skills.

Technical Computing: MS Office

Languages: English, Urdu