

JAVED AKBAR

Personal Information:

Father's Name : Tohid Akhtar
Telephone : 0345 303 6637 ()
Date of Birth : 14.08.1972
Nationality : Pakistani
Status : Married with four children
E-Mail : Javedhrdc404@gmail.com
Home address : House # 94-A, Sreet-4, Phase- 4 B, Ghauri Town, Islamabad



Objective:

An enthusiastic, self-motivated, reliable, responsible and hard work believer. A mature teammate and adaptable to all challenging situations. Dedicated and experienced educationist/ office / administrator seeking a leading position to leverage my leadership skills, emergency response expertise, and commitment to impart knowledge in nurturing the lives and human assets. Able to work well both in a team environment as well as using own initiative. Able to work well under pressure and adhere to strict deadlines. Seeking to utilize own potential earned during the entire career in a high-level professional environment. To stabilize domestic economic growth by channelizing own technical knowledge and skills to ensure personal and professional growth and to contribute to the priorities of the organization.

Summary

Results oriented education, office and administration professional who is an experience of 31 years and offer excellent management skills. Aiming to leverage own skills to successfully fill the education / office / administrative position of organization.

Academic Credentials:

2024 : ***Ph. D (Economics) – Result Awaited***
University of Liverpool, UK
2022 : ***Master in Business Administration*** (Supply Chain Management)
National University of Modern Languages, Islamabad
2018 : ***M. Phil*** (Economics)
University of Sindh, Jamshoro
2001 : ***Master of Arts*** (Economics)
University of Sindh
1999 : ***Bachelor of Education*** (English, Maths)
University of the Punjab
1997 : ***Bachelor of Arts*** (Economics, Education)
University of the Karachi
1996 : ***Diploma of Associate Engineer*** (Aerospace Technology)
Pakistan Air Force, Karachi
1992 : ***Higher Secondary School Certificate*** (Humanities)
Board of Intermediate Education, Karachi
1989 : ***Secondary School Certificate*** (Science)
Govt High School, Ahmed Pur Lamma, BISE Bahawalpur
2013 : ***Diploma-in-Interpretership*** (Russian Language)
National University of Modern Languages, Islamabad

IT Skills:

- Microsoft Office (MS Word, MS Excel, MS PowerPoint)

Language Skills:

- Proficient in English, Urdu, Punjabi, Seraiki & Russian

Professional Experience:

- 2024 - 2024 : Assessment, Testing, Evaluation, and Administrative Supervisor, Army Selection and Recruitment Office
- 2017 - 2024 : Russian Language Instructor / Librarian, National Intelligence Academy
- 2016 - 2017 : Data Base Cell In-charge, Military College Jhelum
- 2013 - 2016 : Office Superintendent, Human Resource Development Centre
- 2000 - 2010 : Education Instructor / Computer Lab In-Charge, & Librarian, Human Resource Development Centre
- 1993 - 1999 : Associate Engineer: Mirage Aircraft Engine, Pakistan Air Force

Additional Experience:

- Part-time Tutor, Allama Iqbal Open University
- Part-time Teacher of Russian Language
- Work as an interpreter and translator for various organizations
- Taught English at Foundation & Certificate level
- Part-time Tutor, Sarhad University of Science & Technology

Expertise:

- Lead and manage an education / administration team to enhance goal
- Coordinate education / administration strategies, ensuring efficiency and effectiveness
- Conduct routine training sessions to enhance team readiness
- Inspect and maintain education / admin activities to ensure operational standards
- Prepare detailed reports concerned to education / administrative matters

Core Skills:

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|------------------------|----------------------------|
| ➤ Strategic Management | ➤ Result and Goal Oriented |
| ➤ Negotiation Skills | ➤ Time Management |
| ➤ Financial Acumen | ➤ Adaptability |
| ➤ Analytical Skills | ➤ Professionalism |
| ➤ Technology Aptitude | |

Strength & Skills:

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|------------------|--------------------------------------|
| ➤ Self-motivated | ➤ To deal Staff / Students conflicts |
| ➤ Coaching | ➤ Training |

Interests & Activities:

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| ➤ Sports - Hiking, fitness | ➤ Leisure - Watching movies, reading fiction |
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References: Reference would be furnished on request