



Muhammad Atif Abbas

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WORK EXPERIENCE

Assistant Proctor

Air University Kamra [18 Nov 2024 –Present]

As an Assistant Proctor at Air University Kamra, I am responsible for supporting the implementation of the university's code of conduct across campus. My duties include monitoring student behavior, addressing minor disciplinary issues, and promoting a respectful and orderly academic environment. I also assist in organizing university events and functions, ensuring they are conducted smoothly and in line with institutional guidelines. This role has strengthened my communication, coordination, and conflict-resolution skills.

Assistant Restaurant Manager

McDonald's Pakistan [8 Sep 2022 – 21 Mar 2024]

City: Rawalpindi | **Country:** Pakistan

I was working here as a Assistant Restaurant Manager by managing all restaurants operations. It includes management of daily operations, HR activities, scheduling, Inventory Management, Daily Maintenance and supply chain management.

Unit Incharge

Gaari Wash SMC Pvt Lmt [14 Jan 2021 – 1 Mar 2022]

City: Rawalpindi | **Country:** Pakistan

I worked there as a Unit Incharge, My job was to maintain friendly and healthy relationship with customers and operate unit office to optimum level, overseas daily operations and ensure to done with accurately, manage relationship with venders and deal with bank related issues.

Senior Customer Services Representative

TechStone Communications [1 Apr 2022 – 5 Sep 2022]

City: Islamabad | **Country:** Pakistan

I was working as a virtual customer service associate of US based compaign. My job was to solve the queries of customer, maintain there account and develop our business by offering something additional services according to their demands

Assistant Manager

Jazz Franchise Attock [1 Jan 2016 – 1 Feb 2017]

City: Attock | **Country:** Pakistan

I work there as internee in three different departments, one of them as a assistant sale and distribution manager

in sales department, Second one as assistant finance manager In finance department and third one was as a CSR in customer services department. I worked 4 months in each department

EDUCATION AND TRAINING

Shift Management Transition

Hamburger [9 Sep 2022 – 20 Jun 2023]

City: Online | **Country:** Pakistan

I Bechalor In Business Administration

COMSATS University Islamabad [6 Feb 2017 – 14 Jan 2021]

Intermediate

Army public School and College System Attock City [8 Aug 2013 – 8 Aug 2015]

City: Attock | **Country:** Pakistan

LANGUAGE SKILLS

Mother tongue(s): Panjabi; Punjabi | Urdu

Other language(s):

English

LISTENING B1 **READING** C1 **WRITING** B2

SPOKEN PRODUCTION B1 **SPOKEN INTERACTION** B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office (Outlook, Excel, Word, PowerPoint) / Good Communication and Writing Skills / Social Media including Facebook , WhatsApp and Twitter / Strong Time Management / Strong sense of leadership / Leadership, Decision making, Critical thinking, Relationship building

HONOURS AND AWARDS

[10 Feb 2021] COMSATS University Islamabad

Event Organizer I organize many events at University as a founding president of a society named "Sha'oor" including literary contests, mushairas, funGala, Sports week, Farewells and Alumni Dinners.

[3 Jul 2018] COMSATS University Islamabad

Best Video Grapher It was a campus promotional video contest and we top the contest, I was working as a group leader.

Link: https://youtu.be/yPsuHF-wThg?si=ydT_DdPBpn9dpOuu

CREATIVE WORKS

[8 Sep 2020 – 14 Jan 2021]

Feasibility Study It was Final year project, I individually developed a feasibility study on red chilli cultivation, and processing system.

[9 Sep 2017 – 8 Jan 2018]

Analyzing the decision making strategies of Corporates We Practically visited two corporate one was shut downed name " Daoud Lawerancepur textile" and the other was operational named " Shama Group of Industries". We conducted many interviews from different departments and critically analyze their decision-making strategies.

