

# Muhammad Akash Anwar

## PROFESSIONAL SUMMARY

Detailed-oriented professional with experience in data entry, energy auditing, documentation, and remote project coordination within ECO4 and GBIS frameworks. Skilled in reporting, analysis, and compliance-based documentation while maintaining high accuracy. Capable of managing teams, improving operational workflows, and supporting sustainability-focused projects.

Akashanwar01@gmail.com 

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Sargodha, Pakistan 

## EDUCATION

### MATRIC

F.G PUBLIC HIGH SCHOOL SARHODHA

03/2013 - 06/2014,

### D.A.E - Mechanical Technology

GOVT. COLLEGE OF TECHNOLOGY, SARGODHA

09/2014 - 08/2017,

## WORK EXPERIENCE

### Remotely Work

Paramount Green Services Pvt Ltd.

01/2023 - Present

LAHORE

#### Achievements/Tasks

- Collaborated remotely with Sublime Energy Services to support the implementation of energy-efficient solutions for residential properties across the UK, with a focus on reducing carbon emissions and enhancing overall sustainability.
- Contributed to the successful delivery of the Eco 4 and Great Britain Insulation Scheme (GBIS), working to improve building performance and energy consumption through targeted insulation and energy-saving interventions.
- Conducted remote energy audits and assessments for residential projects, identifying areas for energy optimization and providing actionable recommendations to clients.
- Utilized advanced energy modeling software and data analysis tools to monitor energy consumption patterns, track improvements, and ensure compliance with UK energy efficiency standards.
- Coordinated with project managers and technical teams to ensure timely and effective execution of energy-saving measures, driving reductions in energy use and operational costs for homeowners.

## LANGUAGES

English

*Professional Working Proficiency*

Urdu

*Native or Bilingual Proficiency*

Punjabi

*Native or Bilingual Proficiency*

## CORE SKILLS

- Data Entry & Reporting
- Energy Audits (Remote)
- ECO4 & GBIS Compliance
- Microsoft Office
- Adobe Acrobat
- Photoscape X Pro
- Documentation Control
- Communication
- Problem Solving

## CERTIFICATIONS

- IELTS UKVI - 6 Bands**
- 6-Month Basic Computer Course**
- Security Training (TEVTA)**

# **Stock Manager**

*lahore City, Pakistan*

## **Hyperstar Carrefour Market**

**March 2018 - November 2019**

Managed stock levels on the sales floor, ensuring products were well-organized, properly labeled, and readily available for customers.

Monitored inventory to identify and report low-stock items, ensuring timely replenishment to meet customer demand.

Worked closely with the store management team to assist in stock organization, product displays, and rotation for freshness and sales optimization.

Assisted customers by locating products, offering recommendations, and ensuring a positive shopping experience.

Collaborated with colleagues to maintain store cleanliness and safety standards, contributing to an efficient work environment. Provided excellent customer service, building positive relationships with regular customers and enhancing overall store reputation.