

Muhammad Akash Anwar

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Sargodha, Pakistan

PROFESSIONAL SUMMARY

Detail-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.

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.

MOTIVATION LETTER / SOP

I am writing to express my interest in participating in the World Leadership Forum 2026. With professional experience in management, data operations, and remote energy auditing, I believe this forum will help me expand my leadership capabilities and contribute meaningfully to international dialogue on development and innovation. Working as a manager and documentation specialist, I have learned how to coordinate teams, handle responsibilities, and ensure high-quality output under pressure. I wish to share my experience in operational management and also learn advanced leadership practices from global professionals. My long-term goal is to promote youth development within my professional field by mentoring, training, and supporting them in building strong career foundations. I want to become a manager who not only leads but also empowers others. This forum will help me enhance my leadership mindset, understand global challenges, and strengthen my ability to guide others. I am confident that my background, dedication, and commitment to growth make me a strong candidate for this opportunity.

PORTFOLIO – MUHAMMAD AKASH ANWAR

1. Professional Identity

Manager & Documentation Specialist with experience in ECO4/GBIS energy auditing, data reporting, remote coordination, and compliance evidence management.

2. Key Projects

- ECO4 Residential Energy Audit Project (Remote)
- Conducted evidence collection using Solocator.
- Produced compliance reports and documentation.
- Collaborated with UK-based teams to improve audit accuracy.
- GBIS Insulation Support Project
- Helped prepare documentation for insulation upgrades.
- Created before/after evidence reports.
- Data Reporting & Evidence Management
- Used Microsoft Excel, Photoscape X Pro, Adobe Acrobat.
- Ensured data accuracy and document integrity.

3. Technical Tools

• Microsoft Office • Adobe Acrobat • Photoscape X Pro • Solocator • Data Entry Systems

4. Strengths

- Team Coordination • Leadership • Communication
- Workflow Optimization • Accuracy & Compliance

5. Career Vision

To grow as a management professional, develop modern audit/documentation techniques, and train youth in technical and operational fields.