

# Muhammad Amad Abbasi

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56 The Moorfield  
Coventry  
CV3 1DF

## PROFESSIONAL SUMMARY

Energetic employee with well-versed in strong communication and organization skills. seekssolutions to problems and applies extensive analytical knowledge to findings. adept multitasking, leading group discussions, and managing projects.

## WORK HISTORY

### Wearhouse Operative

February 2024 - Present

Temporary | DCG LOGISTICS UK LTD(UKCV5) | Coventry

- Loading and unloading delivery vehicles.
- Reporting any damaged or missing goods to Warehouse Managers or Supervisors  
Keeping the warehouse environment clean and tidy and maintaining equipment.
- Following workplace health and safety rules when handling goods

### Admin Assistant

October 2022 - September 2023

Contract | NATIONAL BUSINESS EDUCATION ACCREDITATION COUNCIL (NBEAC) |  
Islamabad (Pakistan)

- Deal with questions on the phone, by email and on social media.
- Update computer records.
- Set up meetings and take notes during them.

### ASSISTANT BUSINESS DEVELOPMENT MANAGER

October 2021 - January 2022

Contract | NATIONAL SUPERIOR INSTITUTE OF SCIENCE AND TECHNOLOGY (NSIST) |  
Islamabad (Pakistan)

- Develop new business relationships, generate and negotiate new contracts for Facility Management Services as per targets /per year. Identifying new business opportunities by mapping of the upcoming projects.
- Setting goals and developing plans for business and revenue growth.

## EDUCATION

### International Relations

Masters - 2021

International Relation, International terrorism , International law

### **Bachelor's degree**

University of Punjab - 2018

Political science,English,Urdu

### **FA**

Government Boy's College Murree - 2015

English,Civics, Sociology

### **Matric**

Government Boy's High School Murree - 2012

English,Urdu,Math

## **TRAINING & CERTIFICATIONS**

### **Internship**

NATIONAL BUSINESS EDUCATION ACCREDITATION COUNCIL (NBEAC)- HEC PAKISTAN

### **MCITP- Approved Microsoft**

Tevta

### **SIA DOOR SUPERVISOR**

Coventry Community Resource Centre

## **SKILLS**

Good communication skill, Reliable for team work, Hard worker, Administration, Answering The Phones, Arranging Meetings, Computer Literate, Data Entry, Microsoft Powerpoint, Microsoft Office, Microsoft Word, Data Collection, Report Writing

## **HOBBIES & INTERESTS**

Cricket, Cooking, Gardening, Hiking, Music, Politics, Snooker, Volunteering

## **REFERENCES**

References available on request