

UMAR FAROOQ



Mob No: +971 56 2316905

Email: mail2umarkhan786@gmail.com

Hamdan Street, Abu Dhabi, UAE

Personal qualities:

- Honest
- Caring
- Flexibility
- Self-responsibility

Skills:

- ✓ Microsoft Office
- ✓ Web Designing
- ✓ Typing speed 50
- ✓ Programming
- ✓ Composing

Objective

I am looking forward for a challenging career opportunity where my related experiences can be utilized, applied and be part of progressive and highly dynamic organization and be able to share my skills and abilities in promoting excellence and quality service with said company.

Education:

- ✓ SUPERIOR COLLEGE BAHAWALPUR
BSC- Bachelor of Science Double computer 2018-2020
- ✓ ISLAMIA UNIVERSITY OF BAHAWALPUR
MCS- Master of Computer Science 2021-2023

Certificates:

- ✓ MICROSOFT OFFICE AUTOMATION
Software Certificate 2019-2021
- ✓ COMPUTER HARDWARE CERTIFICATION
Hardware Certificate 2020-2021
- ✓ Typing In English Certificate 52WPM

Work Experience:

- Abu Dhabi Cooperative Society
- Merchandizer

Duties & Responsibilities:

- Display, Arrange, Price and rotate products in store
- Maintain store shelves by removing dated or damaged products
- Monitor store inventory based on sales and intake

- Sale Executive

Duties & Responsibilities:

- Meeting with clients virtually or during sales visits.
- Reviewing sales performance
- Establishing new business

- Accounts Executive

Duties & Responsibilities:

- Link payment & Vat Working
- Talley prime software
- Assisting in Monthly Reporting

Personal Details:

- ✓ Date of birth : 02/10/1999
- ✓ Marital status : Married
- ✓ Nationality : Pakistan
- ✓ Religion : Muslim
- ✓ Language : English, Hindi, Urdu
- ✓ Visa status : Resident visa
- ✓ Passport No : FY8969101
- ✓ Driving License: Light Vehicle 3

Declaration:

I hereby declare that all the information provided above is true to the best of my knowledge and belief.