Umar

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**OBJECTIVE:**

Looking for a challenging position with a reputed and established organization where I could be able to utilize my professional abilities to achieve the goal of the organization.

**POSITION DESIRED:**

* **Accountant**
* **Administrator**
* **Supervisor**

**Personal Information:**

* + Date of Birth: 07-05-1989
	+ Nationality: Pakistani
	+ Marital Status: Single
	+ Religion: Islam

*ACADEMIC QUALIFICATION:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.NO** | **DEGREE** | **BOARD/UNIVERSITY** | **SUBJECT** | **YEAR** | **DIVISION** |
| * *01*
 | M.COM | UNIVERSITY OF GUJRAT | COMMERCE | 2015 | 2ND  |
| * *02*
 | B.ED | ALLAMA IQBAL OPEN UNIVERSITY | GENERAL | 2013 | 1ST  |
| * *03*
 | B.COM | PUNJAB UNIVERSITY | COMMERCE | 2011 | 2ND  |
| * *04*
 | D.COM | PBTE LAHORE | COMMERCE | 2008 | 1ST  |
| * *05*
 | METRIC | BISE GRW | GENERAL | 2006 | 1ST  |

***COMPUTER SKILL:***

* Microsoft office suite.
* Manage electronic mail in a business environment.
* Use operating system for workstation Microsoft (window XP, vista,).
* Monitor and control the maintenance of office equipment.
* Adobe photo shop.

***DIPLOMA:***

* Auto cad in civil teach for three month
* Office management for three month

***Language:***

* Urdu, English, Hindi, Punjabi.

***Professional Experience:***

* One year work in select beverage( PVT) limited as an office assistant and sale officer
* Three month internship in nation bank of Pakistan(and more 6 month temporary staff)
* Security guard in ***ALEMARAT SECURITY SERVICES*** from 3MAY2016 to continued….

***Management Abilities:***

* Take responsibilities for the enhancement of his own professional knowledge and career path
* Demonstrate the ability and motivation to generate recurring profits, increase the value of business assets and secure the wealth and try to reduce the liabilities of business.
* Motive to other to achieve the common goals in a formal and informal business capacity.
* Able to work under pressure and a team worker.
* Able to work as a team leader or as supervisory position
* Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
* Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
* Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
* Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
* Provides information by answering questions and requests.
* Completes operational requirements by scheduling and assigning administrative projects; expediting work results.

***Description of job:***

***OFFICE ASSISTANT:***

* Maintains office operation by receiving and distributing communication
* Serving customers
* Data entry and computer work
* Supervisory position
* Maintain record of incoming and outgoing goods
* Payroll record
* Ensuring the accuracy and relevancy of all data entered into database.
* Sorting and processing invoices from head office.
* Highlighting any discrepancies in data to senior manager.
* Answering the calls, fielding and diverting calls.
* Entering the sales data, market survey information and personal information into computer database

***General and Cash Banking:***

* To balancing the record of token book.
* The issuance of cheque book.
* Operating account opening functions.
* The filling the cheque and receipt vouchers.
* Entering the telephone bills and electricity bills in computer.
* To balancing cash.
* The issuance of tokens.
* Clearing the cheque.
* Making the different type of scrolls.
* The issuance of pension vouchers.
* Posting and payment of cheque

***Sale Officer:***

* Delivery of goods
* Received payment of goods
* Achieve target for revenue, profitability and sale growth
* Recommend incentive schemes to align the sales effort
* Fulfill the demand of customer capture value in return

***Security Guard (Team Leader In Makani Mall Alain)***

* Answer Fire alarms and investigate disturbances.
* Making reports and send to operation room
* Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft/shop lifting and maintain security of premises.
* Able to deal with issues of confidentiality and sensitivity in a constructive and empathetic way
* Giving advice on security issues
* Physically fit and able to standing or walking duties for long period of time.
* Able to work under pressure and a team worker.
* Cooperative with team work under friendly environment.
* Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
* Circulate among visitors, patrons, and employees to preserve order and protect property.
* Call the police or Civil defense in cases of emergency, such as fire or presence of unauthorized persons.
* Assist to Deputy mall manager in official work

***Declaration:***

* I hereby declare that the above furnished information are true and correct in my knowledge and believe.