|  |  |
| --- | --- |
| **Umair**  **umair-392844@2freemail.com** |  |

# Career Objective

* To leverage my knowledge, experience and expertise to seek a responsible job in any suitable position which will help me grow professionally and give me opportunities to face challenges in a growth oriented organization. MSc International Business Management Graduate from University of the West of Scotland.

# Education

* **Master of Science, International Business Management, 2019**

(Awaiting for Degree)

# University of the West of Scotland, United Kingdom

**Key Subject:**

* International Business Management
* International Marketing Management
* Leadership development in the changing world
* Contemporary organization theory
* Global digital business
* Strategic management in an International context
* Organizational performance in MNEs

# Bachelor of Business Administration, Finance, 2017

 American College of Dubai

* General Educational Development, 2012 Society of Engineers - UAE
* High School Diploma. IGCSE, 2011 English Language Private School

# Professional Experience

**Operations Assistant**

**Marina Hotel, Dubai (September 2017 – August 2018)**

* Working closely with Front Office, Event Services and Housekeeping teams to create seamless operational experience for guests.
* Supervise and manage day-to-day operations of the Hotel and reporting to the Operations manager.
* Create and track reservations and arrivals of Hotel guest and Restaurant patrons
* Update and monitor Hotel guest histories and details in hotel software system.
* Dealing with corporate clients to promote business.
* Organizing conferences and events for inviting major business partners.
* Maintaining high guest relationship standards.
* Coordinating with Booking.com and other online booking companies for tourism.
* Organizing leisure trips for guests.

# Auditor

**Crowe Horwath, DIFC (June 2017 – August 2017)**

* + Audited major clients like Canara Bank, Bank Of Baroda, Gargash Investments, Bank of India, Ginza Evolvence LLC.
	+ Assessing factors that create risks for a company.
	+ Completing audit work papers by documenting audit tests and findings.
	+ Identifying persistent claims error trends and reporting those trends immediately to management.
	+ Visiting clients and doing their yearly or quarterly audits checking their financial status according to the rules and regulations of DIFC.

# Management Trainee

**Awazi Gargash LLC (Feb 2017 – April 2017)**

**Finance, HR, Accounts payable, Accounts receivable and Inventory department**

* + - Preparing bank transfer and payment vouchers.
		- Preparing LPOs, GRN posings and procurement invoices.
		- Keeping stock control systems up to date.
		- Vendors statement reconciliation and prepare monthly Payments.
		- Customer credit facility document update.
		- Customer ageing report and follow up with customers over dues.
		- Coordinate with sales team based on inventory ageing report.
		- Staff payroll and staff Leave settlement.

# Freelance Experience (During college study period)

* + Gitex Shopper- Sales Promoter for Hisense, Hewlett Packard and Samsung (2014 and 2016).
	+ Sharaf DG- Sales Promoter for Dubai Shopping Festival (2015 and 2017).
	+ Purple Tree Agency: Sampling Brand Supervisor for Tetley, Emborge, Ornamin C, Hydro Coco and Pillsbury (2016 and 2017).
	+ Vibes Events: Customer Service Supervisor, 2016 and 2017.

# Areas of Expertise

* + - Microsoft Office
		- CRM System
		- Market Research
		- Competitor Analysis
		- Sales management
		- Event Planning

# Languages Known

* + - English (Fluent)
		- Urdu / Hindi (Fluent)
		- Arabic (reading writing and basic understanding)

# Personal Details

* Date of Birth : 17th November 1995
* Nationality : Pakistani
* Country of residence : United Arab Emirates
* Driving License : Valid UAE Driving License Holder
* Visa Status : UAE Residence Visa
* Address : Dubai, United Arab Emirates