



Muhammad Umar Farooq

Contact

Address

Mohalla Model Town Street # 4
Sangla Hill District Nankana Sahib,
Pakistan

Phone

+92 302 3439536

Email

umar.pannu.35@gmail.com

Additional Skills

- Verbal and written communication
- Basic computer skills
- Knowledge in Microsoft Excel & Word
- Detail-oriented skills
- Simple mathematical knowledge
- Critical thinking
- Time-management skills
- Creating email templates
- Problem-solving
- Customer service
- Documentation skill.
- Equipment maintenance skill.
- Reporting skill.
- Data processing skill.

Professional Summary

Hardworking and versatile Administrative Assistant with proven organizational skills and thorough knowledge of corporate policies and procedures. Excellent communication and people skills with extensive strategic planning capabilities

Work Experience

Sunny Computers & Printing

12/2015 - 05/2017

As a Computer Operator

- Setting up computers and other hardware devices
- Starting operations by entering computer commands.
- Monitoring error and stoppage messages.
- Correcting errors, loading paper, and adjusting equipment settings.

Gourmet Sweet & Bakers

07/2017 - 11/2020

As a Supervisor (POS)

- Setting goals for performance
- Deadlines in ways that comply with company's plans and vision.
- Organizing workflow and ensuring that employees understand their duties or delegated tasks.
- Monitoring employee productivity
- Providing constructive feedback and coaching.

Adamjee Life Assurance Co. Pvt. Ltd, Pakistan 12/2020 to Till Continue...

As a Branch Officer

- Maintain, manage and monitor all customer related operational issues.
- Ensure coordination between sales, marketing, accounts and administrative departments.
- Maintain a record of Commission and Salary Cheques.
- Maintain Petty Cash.
- Ensure training to sales and marketing teams.
- Prepare financial statements for the head office.
- Daily Banking and Coordination with Finance Department.
- Monitor expenses of the branch.
- Maintain all relevant databases and update.
- Prepare branch budget and submit to head office.
- Organizing and maintaining records, files, and databases.
- Organizing office equipment and inventory
- Creating itineraries for managers

Education

Board of Intermediate Secondary Education, Lahore

Degree	Years	Marks	Division
Matric	2012	638/1050	1 st

Punjab Board of Technical Education, Lahore

09/2012 - 08/2015

Degree	Years	Marks	Division
DAE (Civil)	2015	2722/3500	1 st

Allama Iqbal Open University Islamabad

Degree	Years	Marks	Division
Bechalar of Arts	2020	696/1100	1 st

Languages

English	— Good
Urdu	— Very Good
Punjabi	— Very Good

Personal Information

Father Name Younas Ali Shahid
Date Of Birth 03-10-1996
NIC # 35403-1486236-9
Passport Valid
Passport # FP8962362
Passport I/D 21-June-2022
Passport E/D 20-June-2027
Nationality Pakistani
Phone # +92 302 3439536

Certificates

Basic IT Literacy (certificate):

Vacational Training Insititute Sangla hill Pakistan.

Technical Training Program For Branch Officer:

Adamjee Life Assurance Co. Pvt. Ltd

Beyond Excellence:

Adamjee Life Assurance Co. Pvt. Ltd

Reference

Reference will be provided on demand