

Umar Farooq

Email: soonaminhas@gmail.com

Phone: 0300- 7459547

CNIC: 34104-0796994-7

Add: Gujranwala, Ghakkhar City – Punjab

Career Summary

To be an integral part of professional team with dedication discipline, hardworking capabilities to achieve the co-operate objectives as well as personal growth within defined ethical and legal boundaries. Known for exceptional attention to detail and the ability to collaborate effectively in team environments. Seeking new opportunities to leverage my expertise to help organizations achieve their goals and grow.

Areas of Expertise and Skills

- Business development
- Continues improvement
- Market Research
- MS Office
- Trainer
- Documentation
- Presentation Preparation
- Team Work
- Customer Service Management
- Languages: English, Urdu

Professional Experience

Chip Training and Consulting Pvt. Ltd.

(Aug, 2022- Aug, 2024)

- Work as safety warden at Shell Petroleum
- Proven expertise in implementing and maintaining safety protocols.
- Conducting regular inspections, and providing training to staff.
- Committed to promoting a culture of safety and minimizing risks in the oil and gas industry.

Zafar Motors Gujranwala, Pak

(Jan, 2021-July, 2022)

Assistant Manager

- Responsible for overall management of car showroom.
- Customer representative management.
- Human resource management.
- Sales and distribution management.

Professional Development

Allama Iqbal Open University

(2020–2022)

B.A Degree

Coursework: English, Islamiyat, Pakstudy, Urdu, fundamentals of business, business math, ecomics of Pakistan, mass communication, basics of information and communication technology, Public Relations

Govt Degree College Ghakkhar

(2018–2020)

ICS (Physics)

Coursework: Math, Physics, Computer, English