

# Muhammad Umair Munir

## Administration, I.T with Team Leader Sales & Marketing Skills

Bachelor in Computer Sciences (BSc)

Diploma in Office Automation (DOA)

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Availability: Immediately

Status: Visit Visa

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<https://my.indeed.com/p/muhammadm-565dqd0>.



### CAREER OBJECTIVE:

- To work with an aggressive and motivated team of professionals seeking goals of future and to apply professional and academic knowledge to challenging tasks leading to growth and development of organization and career development.

### PROFILE SUMMARY

- Having in the field of Admin., I.T, Sales & Marketing Professional with 12 years of extensive experiences, record of quality work performance within multicultural dynamic business environments.
- 2-year as Administrator/Office Secretary with Asgharali & Co Perfumes Saudi Arabia.
- 1-year as Sales Supervisor with Asgharali & Co Perfumes Saudi Arabia.
- 1-year as Office Secretary with Junaid Perfumes Saudi Arabia.
- 7-years as Data Entry Operator with District Government Highway Department Bahawalpur Pakistan.
- 1-year as Office Assistant with Oriel College of Information Technology Faisalabad Pakistan.

### MAJOR ROLES

Worked as Administrator/Office Secretary with Asgharali & Co Perfumes Saudi Arabia (2017-2019).

Worked as Sales Supervisor with Asgharali & Co Perfumes Saudi Arabia (2016-2017).

Worked as Office Secretary with Junaid Perfumes Saudi Arabia (2015-2016).

Worked as Data Entry Operator with District Government Highway Department Bahawalpur Pakistan (2008-2015).

Worked as Office Assistant with Oriel College of Information Technology Faisalabad Pakistan (2006-2007).

### SKILLS SUMMARY

The level of English & Arabic is good

Operations management

Staff development

Skilled negotiator

Good knowledge of Computer

Skilled in Worked Various computer programs

Organized & diligent with work

Cross-functional team management

Inventory control

Supervision and training

Sound judgment

Follow the Administration Orders

Team Building & Mentoring Performance Metrics

Honest & Sincerer

### INDIVIDUAL ACHIEVEMENTS

- Provided exceptional support to managers and co-workers, hence increased the overall efficiency by 30%.
- Achieved an appreciation letter because of publishing accurate minutes of the meeting.
- Coordinated team events at the best yet economical locations, saved expenses by 40% consequently.
- Trained 15 newly hired staff members.
- Provided backup support to other departments, which was highly admired by the General Manager.
- Accelerated the appointment system by incorporating an interactive calendar, resulting in hassle-free appointment logging.
- During each stage of my service with various companies, I have earned appreciation letters from my Officials reflecting my dedication to work and loyalty to the organization.
- Made handsome and attractive package for customers for the promotion of the business.
- To develop confidence to the employees to deliver their best to the customer.
- Made promotional activities on weekly basis for the promotion of company business.
- Develop friendly environment for customers by providing product knowledge to customers.

## PROFESSIONAL WORK EXPERIENCE

**Organization:** Asghar Ali Perfumes, Al Khobar, Saudi Arabia

[www.asgharali.com](http://www.asgharali.com)

**"Administrator / Office Secretary"**

**Tenure:** 2017- 2019 (02-years)

**Responsibilities:**

- To answer calls, taking messages and handling correspondence
- To maintaining diaries and arranging appointments
- Typing, preparing and collating reports
- To design, implement and maintain filing systems, both electronic and paper
- To organize and servicing meetings (producing agendas and taking minutes)
- Managing databases, logging and processing bills and expenses
- Implemented new procedures and administrative systems
- To liaising with relevant organizations and clients
- coordinating mail-shots and similar publicity tasks
- logging or processing bills or expenses



**Organization:** Asghar Ali Perfumes, Al Khobar, Saudi Arabia

[www.asgharali.com](http://www.asgharali.com)

**"Sales Supervisor"**

**Tenure:** 2016- 2017 (01-year)

**Responsibilities**

- Monitor all service activities & promotions of Business.
- Check all the inventory on weekly basis and send report to Head Office.
- This time my responsibility additionally included devising new strategies on providing increased excellent customer care & generating new business.
- Coordinate with Sales Team, received sales leads, arrange sales personal appointments & concluded sales contracts prepared reports.
- Monitor all the activities for Customer Care and Customers satisfaction and give guidelines to juniors.
- Answering calls, taking messages and handling correspondence.
- Maintaining diaries and arranging corporate appointments.
- Preparing and collating reports for management in proper office records system.
- Organizing and servicing meetings (producing agendas and taking minutes).
- Implementing new procedures and administrative systems
- liaising with relevant organizations, Venders and Clients
- Coordinating mail-shots and similar publicity tasks
- Training and supervising junior / new recruited staff for skills development and customer care satisfaction.
- To provide healthy environment for business between company management and willing customers.



### Achievements:

- Consequently, achieved monthly target in the Asghar Ali Perfumes.
- Received cash prize for "Best Sales Promotion" in Promotional Activities Asghar Ali Perfumes Saudi Arabia.

**Organization:** Junaid Perfumes, Dammam, Saudi Arabia

[www.junaidperfumes.com/saudi-arabia](http://www.junaidperfumes.com/saudi-arabia)

**" Office Secretary"**

**Tenure:** 2015- 2016 (01-year)

**Responsibilities:**

- Answering phone calls and redirect them when necessary
- Managing the daily/weekly/monthly agenda and arrange new meetings and appointments
- Preparing and disseminating correspondence, memos and forms
- File and update contact information of employees, customers, suppliers and external partners
- Support and facilitate the completion of regular reports
- Develop and maintain a filing system
- Check frequently the levels of office supplies and place appropriate orders
- Make travel arrangements
- Processing and directing mail and incoming packages or deliveries
- Greeting and directing visitors and new staff to the organization.
- Writing and issuing emails to teams and departments on behalf of teams or senior staff



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**Organization:** District Govt. Highway Department, Bahawalpur-Pakistan.

[www.punjab.gov.pk/communication\\_works\\_highways\\_department](http://www.punjab.gov.pk/communication_works_highways_department)

**"Data Entry Operator"**

**Tenure:** 2008- 2015 (07-years)

**Responsibilities:**

- Preparation of estimates, contractors' bills, work sheet, monthly account etc.
- Maintain office record.
- To insert Office and account data by inputting text based and numerical information from source documents within time limits
- To review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- To apply data program techniques and procedures
- To generate reports, store completed work in designated locations and perform backup operations
- To scan documents and print files, when needed.

**Achievements:**

- Received appreciation letter from District Govt: Highway Dept. Bahawalpur for making office record maintained in computer.

**Organization:** Oriel College of Information Technology, Faisalabad, Pakistan

**"Office Assistant"**

**Tenure:** 2006-2007 (01-Year)

**Responsibilities:**

- Handling incoming calls and other communications.
- Managing filing system and recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodations and reservations needs as required.

**Achievements:**

- Received appreciation letter from my Officials for providing best solutions to maintain office record and data

## ACADEMIC EDUCATION

Bachelor in Computer Sciences

The Islamia University, Bahawalpur-Pakistan

Diploma in Office Automation

Oriel College of Information Technology, Faisalabad Pakistan

## TRAININGS & WORKSHOPS

### **CREATING MOMENTS OF MAGIC – CMOM**

- Work on "MICROSOFT DYNAMICS AX RETAIL POS SOFTWARE"
- Successfully completed Diploma-Office Automation from Oriel College of Information & Technology Faisalabad, Pakistan. Excellence Trained & command on MS Office.
- Attended workshop & training session Asghar Ali Perfumes Saudi Arabia for Customer Care and promotional activities.
- Typing Speed 50 WPM.

## COMPUTER PROFICIENCY

- Excellent command on Microsoft Office suite (M.S Word, Excel, Power Point).
- Computer Assembling & Networking.
- Computer Maintenance (Hardware & Software Troubleshooting).
- Proficient with Adobe Acrobat.
- Extensive knowledge of Microsoft Windows, MS. Office & Internet applications, including the ability to create spreadsheets.

## LANGUAGES SKILLS

|         | Read      | Write           | Speak     | Understand |
|---------|-----------|-----------------|-----------|------------|
| Arabic  | Good      | Good            | Good      | Excellent  |
| English | Good      | Good            | Good      | Good       |
| Urdu    | Excellent | Excellent       | Excellent | Excellent  |
| Punjabi |           | Mother Language |           |            |

## REFERENCES

- Will be furnished if required.

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