

Umair Muhammed Khalid

Dubai, UAE

Mobile: 050 1051825

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A dynamic smart and interactive young man with a sound professional background seeking for placement in any collaborative and challenging environment where integrity corporate governance are highly valued with the objective to improve my career and support the organization to achieve its goals

Personal Profile

- **Date of Birth:** 26 Mar,1991
- **Email:** umairkhalidmuhammedkhalid@gmail.com
- **Nationality:** Pakistani
- **Marital Status:** Single
- **Driving License:** Under Process Manual Car

Education

- **Academic**
 - o Grade 12th BISE Lahore, Pakistan (2008)
 - o Grade 10th BISE Lahore, Pakistan (2006)
- **Professional**
 - o Diploma in Computer Fundamental

Languages

- **English:** Speaking-writing-reading
- **Urdu:** mother tongue

Experience

- **Documentation Clerk - Dubai**
 - o Silver City General Trading (2016-2018)
- **Sales Promotions/Customer Services**
 - o Main Line Baring Company, Pakistan (2014-2016)
- **Sales Promotions/Customer Services**
 - o Madina Garments & Shopping Center, Pakistan (2010-2014)
- **Security Guard**
 - o Phoenix, Pakistan (2008-2010)

Skills

- Acting with the highest ethical standards and always treating others fairly & with respect
- An approachable & professional manner
- Having a strong sense of urgency
- Effectively maintaining interpersonal relations & diplomacy with people
- A hands on individual who leads by example
- Excellent Skills in Word, Excel, etc...
- Meet Personal/team sales targets and call handling quotas
- Able to memorize different faces.