

Umar Farooq

Bachelor in Business Administration (BBA)

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A highly organized and hard-working individual with diverse experience in sales, operations, and administrative support, seeking a challenging position to leverage business acumen and contribute to the success of a growing organization.

Willing to relocate: Anywhere

Work Experience

Management Trainee Officer

Al shifa institute of health sciences Narowal - Narowal

August 2023 to February 2024

- Assisted in administrative tasks including student admissions, registration, and record-keeping.
- Supported academic departments with curriculum development, scheduling, and student assessment processes.
- Provided guidance and support to students regarding academic inquiries, counseling, and extracurricular activities.
- Collaborated with faculty members to facilitate effective teaching and learning experiences.
- Participated in various projects aimed at improving institutional processes and student outcomes.

Internship

Kiran Banaspati and cooking oil - Narowal

September 2022 to October 2022

- Gain hands-on experience in inventory management and logistics
- Responsibilities include receiving, storing, and organizing inventory
- Assist with inventory counts and quality control processes
- Collaborate with team members for efficient order fulfillment

Cashier

Zarfawal fried chicken (ZFC) - Narowal

August 2018 to December 2019

- Managed cash transactions and ensured accuracy in cash handling procedures.
- Provided excellent customer service by addressing inquiries and resolving complaints.
- Balanced cash registers and prepared daily financial reports.
- Assisted in maintaining cleanliness and organization of the cashier area.

Education

Bachelor in Businesses Administration

University of Narowal - Narowal

October 2019 to August 2023

Intermediate in Diploma in Commerce

Govt post graduate college Narowal - Narowal

August 2016 to June 2018

Metric in Science

Govt high school Narowal - Narowal

April 2014 to August 2016

Skills

- Customer service
- Microsoft Office
- Communication skills
- Administrative experience
- Cashier (1 year)
- Accountant
- Office Assistant
- Marketing Representative
- Sale Representative

Languages

- English - Intermediate
- Urdu - Native

Links

<https://www.linkedin.com/in/umar-farooq-ansari>

Awards

Ehsaas scholarship

February 2020

Recipient of Eshaas Scholarship for academic excellence and financial need.

Certifications and Licenses

Office Management & Computer Application

Digital Literacy

Data Analytics and Business Intelligence

Digital Marketing

Communication and Soft skill

Groups

Hide Group

March 2020 to August 2023

Initiated and managed a financial support group aimed at providing assistance and resources to fellow students facing economic challenges, ensuring equitable access to educational opportunities.

Publications

UNDERSTANDING THE TOURIST MEMORABLE EXPERIENCE IN PAKISTANI CULTURE: EXAMINING THE ROLE OF PSYCHOLOGICAL ELEMENTS AMONG PAKISTANI TOURISTS

<https://www.ijciss.org/Home/article/56>

September 2023

Published research paper exploring the psychological factors influencing the memorable experiences of Pakistani tourists within their cultural context.