



UMAR SAFDAR

ADMIN OFFICE| COORDINATOR| ASSISTANT



Dubai, Dubai, United Arab Emirates



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ABOUT ME

Results oriented BBA graduate with 5 years of experience in the business world. Skilled and experienced person with a proven track record of success. Seeking a position in a fast paced environment where I can utilize my skills and experience to make a positive impact. Willing to relocate in UAE.

LANGUAGES

ENGLISH

HINDI

URDU

WORK EXPERIENCE

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

Lahore
Feb 2022 - Dec 2023

Senior Assistant (Administration)

Job Duties:

- Providing support to the Executives.
- Documents Management and controlling.
- Providing support to the senior Administration.
- Office Management.
- Providing the Support for coordination to the Senior Management.
- Providing support for coordination with the Panel organizations.
- Ensuring the office premises and its facilities and other operating assets are running smoothly.

PAKISTAN KIDNEY AND LIVER INSTITUTE

Lahore
Feb 2022 - Nov 2023

Facilitation officer

Healthcare Operations Coordinator (Part-Time, 8 Hours)

- Facilitated seamless interdepartmental collaboration to optimize patient care delivery.
- Empowered patients through clear communication and navigation of health services.
- Assisted patients with insurance paperwork and resolved coverage inquiries.
- Proactively monitored patient satisfaction and identified opportunities for improvement.
- Effectively addressed patient complaints and ensured satisfactory resolutions.

APTITUDE MIGRATION

Lahore
Feb 2021 - Jan 2022

Admin Officer

As an Admin Officer, My responsibilities are to

- Provide administrative support to the organization, including managing office supplies, scheduling appointments, and preparing reports.
- Coordinate with staff to ensure that the office runs smoothly.
- Maintaining the Staff Attendance Record and making payrolls Accordingly.

JALAL SONS

Lahore
Feb 2020 - Dec 2021

Admin Officer

My JD's is to

- Led security staff, ensuring a safe and welcoming environment for all.
- Guided and motivated sales staff, boosting performance and customer satisfaction.
- cleaning and maintenance, keeping the Shopping Store spotless and well-maintained.
- Collaborated with the marketing team to craft impactful campaigns, attracting new customers and driving tenant success.
- Monitored and optimized store inventory, ensuring smooth operations and happy customers.

EDUCATION

**HAILEY COLLEGE
OF BANKING AND
FINANCE**

Lahore
2022

● Bachelor of Business Administration

**GOVT. DYAL SINGH
COLLEGE**

Lahore
2019

● Bachelor of Science

SKILLS

SALES

COMMUNICATIONS

MICROSOFT EXCEL

MANAGEMENT

BOOSTING

OPERATIONS

QUICKBOOKS (ACCOUNTING SOFTWARE)

COLLABORATION

SCHEDULING

MS OFFICE
