

# Muhammad Omer

Administrator, Digital Marketing, Office manager, Sales Executive, Photographer, Designer & Operations Officer

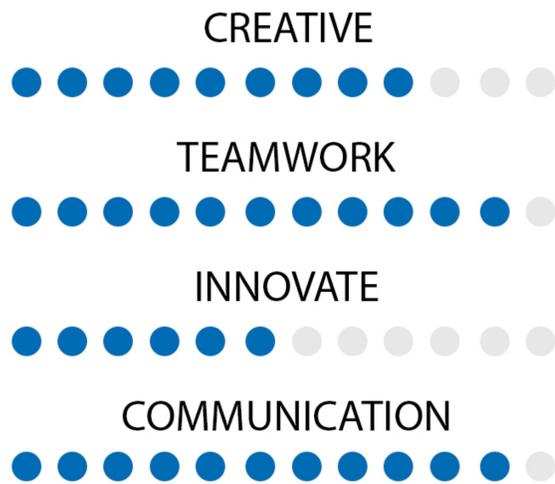
## PROFILE

"Seeking long term employment in an organization where I can grow professionally and further enhance my skills, knowledge and experience to face and overcome the challenges of today's changing work environment!"

## INFORMATION

- DATE OF BIRTH** 17th Nov 1996
- MARITAL STATUS** Single
- NATIONALITY** Pakistani
- BIRTH PLACE** Riyadh, Saudi Arabia
- ADDRESS** Al Mashyah Alley 4960, Riyadh
- E-MAIL** md.omer@outlook.com
- PHONE** 966 59 308 3318

## SKILLS



## Languages

- ENGLISH** Wrting, Speaking & Listening
- ARABIC** Speaking & Listening
- URDU** Wrting, Speaking & Listening

## EDUCATION

- O & A Level** YEAR- 2015  
NMEIS  
Commerce - Maths, Business, Computer, Physics, Advance English
- DIPLOMA** YEAR - 2017  
Pakistan Institute of Tourism & Hotel Management  
Diploma of Tourism & Hospitality Management.
- BCS - IT** YEAR- 2021  
Middlesex University  
System Management in Java & .NET  
Advance Software Management in JAVA & .NET

## EXPERIENCE

- DREAMWORLD RESORT, HOTEL**  
Receptionist Aug 2014 - Sep 2015  
Dealing with bookings by phone, email, or face to face.  
Preparing bills and taking payments.  
Choosing rooms and handing out keys
- KHALEEJ MUSA AGENCIES (SAMSUNG)**  
Customer Service & Sales Executive Dec 2015 - Nov 2016  
Motivated and self-driven professional with 6 months of sales success. Genuinely enjoy helping people through consultative sales.  
Known for ability to build relationships and educate customers, resulting in customer satisfaction and retention through skills.
- Wadi & Namshi**  
Warehouse Logistic March 2017 - March 2018  
Monitor and provide for the quality assurance of the finished product, and delivery date deadlines necessary for each contract. Arrange for regular removal and recycling of appropriate production boxes, plastics, paper, etc.
- VFS Global**  
Operations Officer P5 Sept 2018 - March 2020  
Document scrutiny and collection of applications for visa processing. Handle applicant queries personally or via email, telephone. Handle cash and bank-related transactions if assigned and ensure 100% accuracy. Record & maintain all application data. Ensure accurate & timely data entry into the system with zero errors.

## SOFTWARE

