

# Umar Faran

Civil Engineer



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Skilled Business Development leader offering 6 years of experience in leading operations and enhancing revenue. Bringing expertise in client acquisition and contract negotiation, along with excellent interpersonal communication, relationship-building and team leadership abilities. Results-driven and proactive with demonstrated record of accomplishment in meeting and exceeding sales and revenue objectives.



## Skills

Problem-solving aptitude

Staff Training and Development

Organizational Skills

Time management abilities

Self Motivation

Excellent Communication

Multitasking Abilities



## Work History

2022-10 -  
2024-05

### Director of Sales and Business Development

Cantab Publisher, Karachi, Sindh, Pakistan

- Conducted market research to identify emerging trends and opportunities for growth within the industry.
- Streamlined sales processes for increased efficiency, leading to faster deal closures and improved profitability.
- Managed activity and sales pipeline in revenue management software, supporting business development through targeted statistical analysis and projection.
- Cultivated long-term relationships with key accounts, ensuring high client satisfaction and repeat business.

2020-09 -  
2022-09

## **Managing Director**

Kaynaan Parfum, Peshawar, Khyber Pakhtunkhwa, Pakistan

- Strengthened client relationships with regular communication, timely project delivery, and high-quality services.
- Delivered consistent revenue growth by identifying new business opportunities and expanding service offerings.
- Developed comprehensive business plans, outlining long-term goals and actionable steps toward success.
- Monitored office workflow and administrative processes to keep operations running smoothly.

2018-08 -  
2020-08

## **Administrative Officer**

Meritorious Central College, Peshawar, Khyber Pakhtunkhwa, Pakistan

- Maintained accurate records, ensuring timely processing of invoices, payments, and financial reports.
- Created, prepared, and delivered reports to various departments.
- Updated reports, managed accounts, and generated reports for company database.
- Improved communication within the organization through regular updates on policies, procedures, and key events.



## **Education**

2022-06

### **Bachelor of Science: Civil Engineering**

University of Engineering And Technology Peshawar - Peshawar, Pakistan

2013-06

### **Associate of Science: Engineering (Pre-Engineering)**

Islamia College Peshawar - Peshawar, Pakistan

2011-06

### **High School Diploma**

Peshawar Model School - Peshawar, Pakistan