

Muhammad Umer Zaheer

Software Engineer

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position. Ready to help team achieve company goals. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Contact

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Skills

Presenting	●●●●● Excellent
Works well independentl y	●●●●● Excellent
Data verification	●●●●○ Very Good
Sorting and labeling	●●●●● Excellent

Education

2018-09 - 2022-08	Bachelor of Science: Software Engineering <i>Abasyn University - Peshawar Pakistan</i> <ul style="list-style-type: none">Continuing education in cyber security
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Certifications

2023-07	Google Cybersecurity
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Work History

2018-12 - Current	Data Management Specialist <i>Jannat Real Estate, Peshawar</i> <ul style="list-style-type: none">Established rules and procedures for data sharing with assigned IPS team personnel and applicable external stakeholders.Received and processed contract data requirements list (CDRL) deliverables and associated documentation.Formulated techniques for quality data collection to meet expected adequacy, accuracy and legitimacy targets.Expedited review process, signature approval and release of supplier and internally produced documents.Verified compliance with data retention requirements by managing document
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Office administration	●●●●●● Excellent
Bookkeeping	●●●●●● Excellent
Records management	●●●●●● Excellent
Microsoft Office proficiency	●●●●●● Excellent

2018-12 -
Current

catalogues for long-term archival of data associated with contract closeouts.

Real Estate Agent

Jannat Real Estate, Peshawar

- Managed contracts, negotiations, and all aspects of sales to finalize purchases and exceed customer expectations.
- Negotiated, facilitated, and managed real estate transactions.
- Communicated with clients to understand property needs and preferences.
- Liaised between buyers and sellers to provide positive experiences for both parties.
- Wrote listings detailing and professionally highlighting property features to increase sales chances.
- Presented purchase offers to sellers for consideration.
- Marketed and sold property for clients by hosting open houses and advertising online and in print.
- Maintained connections with clients to encourage repeat business and referrals.
- Advertised client properties through websites, social media, and real estate guides.

Languages

English	●●●●○ Very Good
Urdu	●●●●●● Excellent
Pushto	●●●●●● Excellent