



UMAR FAROOQ

A performance oriented individual with a background in Business Administration, Marketing And Team Leader. Focused on exceptional customer service and high Standards of performance, achieving demanding targets and objective.
A reliable, trustworthy, responsible and supportive team member able to effectively Communicate with people from all walks of life.
I can work well under pressure and adapt easily to different environment.

PROFILE

Date of Birth : 30th March 2001
Domicile : Peshawar
NIC# : 17301-4183177-3
Nationality : Pakistani
Religion : Islam
Marital Status : Signal

CONTACT



Priceskhan9969@gmail.com



+92-331-9599696



AL NOOR MADICOSE, GULABAD CHOWK,
DALAZAK ROAD, PESHAWAR.

Skills

- Business Development
- Presentation Skill
- Office Administration
- Office Maintenance
- Typing Speed
- Conservation Awareness
- Admin Skills
- B2B Sales
- Relationship Building
- Sales Team supervision
- Ms. Office, Excel

Languages

- URDU
- ENGLISH
- HINDKO
- PUSHTO

EXPERIENCE

Souvenir General Hospital pvt (LTD)
Cashier / Assistant Accountant.
(Aug.2020 - june-2021)



- Incoming payments of patients.
- Out going psymrntd of expense entries.
- Maintain hospital files And data record.
- Petty cash receipt & cash payment vouchers.
- Cash Handling Experience.
- Prepare All cash report.
- Prepare expence record of the month.
- Data entry using accounting software.
- Receiving payment in installment Wise/partially.
- Admissions through sehat card system.
- Raising high volume invoice processing.
- Communicate with patients and provide them hospital specification of concern things.

Malik Traders Peshawar.
Data Entry Operator.
(July.2021 - Aug.2022)



- Printing, Photocopying, Scanning.
- Mail Handling.
- Putting Data on software.
- department and organization mission by completing related Results as needed
- Prepares source data for entry by opening and sorting files obtaining missing documents.

EDUCATION

Muslim College of commerce & Management Peshawar

M.COM - Final Year Progress

Key Modules: Mathematics, financial accounting, Business Management, Business LAW, Marketing, SAD, HRM.

Muslim College of commerce & Management Peshawar

B.COM - 2021

Key Modules: Mathematics, financial accounting, statistics, auditing, business communication, cost accounting, income tax law.

Muslim College of commerce & Management Peshawar

D.COM - 2019

Key Modules: Mathematics, business IT, principal of commerce, financial accounting statistics, principal of economics, applied Accounting.

Govt. Higher Secondary School No. 3 Peshawar

Metric in science 2017

Key Modules: Mathematics, English, Urdu, Physics, chemistry, biology.

CERTIFICATE

HAFIZ E QURAN

TAJWEED

SABA ASHRA (QIRAAT).

REFERENCES

- **AQIB HASEEB**
0322-9095894
OPERATIONAL OFFICER
ALFALAH Bank Limited Saddar, Peshawar