



UMAIR MAHMOOD

YOB: 1990

CONTACT

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SKILLS

Content Designing

Video Editing

Photoshop

Accounting

EDUCATION

Masters in Business Studies
Virtual University of Pakistan
2013-2015 Jhelum-Pakistan

Bachelor in Commerce
University of Sargodha
2009-2011 Jhelum-Pakistan

Diploma in Commerce
Govt. College of Commerce
2007-2009 Jhelum-Pakistan

LANGUAGES

Urdu

English

Punjabi

Arabic

PROFILE

I have total work experience of 13 years in different sectors including (Insurance, Banking and Trading company). Each of them gives me versatile experience and skills during the period. I got driving license of UAE in 2019, which has an important role in my job profile of UAE.

WORK EXPERIENCE

Assistant Manager

WB GENERAL TRADING AJMAN-UAE 2018-2024

- Shopify product listing, theme designing, Promotions and orders handling
- Facebook Marketplace listing, Ad posting and post boosting management
- CRM and leads generation
- E commerce platform listing and product management
- Ad creations using Canva, Photo-shop and Video editing software
- Stock management and delivery management
- WhatsApp bulk messaging and promotions forwarding to existing clients
- Filing and data entry in MS excel and quick books
- Banking transactions handling and reconciliation
- Customer ledgers management and follow up with credit customers
- Clients database handling

Branch Operations Manager

HABIB BANK LIMITED 2015-2018

- Supervision of branch operations staff
- ATM supervision
- Cash checking and cross check of GL balancing
- Clearing handling of other banks cheque
- Branch expense control, maintenance responsibilities
- Cheque books, ATM cards handling
- CRM and handling queries and request of customers
- Banking internal E-mails and telephonic correspondence with regional and head office.
- Branch stationary requests and management
- Support in branch business by creating good relationship with customers

Cashier/Teller

HABIB BANK LIMITED 2012-2015

- Cash handling, sorting, receipts and payments
- ATM machine cash feeding and replenish
- Cash and clearing vouchers entry in system
- Account opening and other related requests input in system for customers
- GL balancing
- Customer service

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CERTIFICATES

- SEO certified
- Up lift service by HBL
- BOM development
- ATM management
- Tellers training program
- Managing Team program
- Islamic course
- Foundation course STATE LIFE

WORK EXPERIENCE

Sales Representative

STATE LIFE INSURANCE LTD PAKISTAN

2011-2012

- Insurance premium sale and marketing
- Customer relationship management
- Insurance premium documents preparation
- Handling queries of customers
- Sales target commitments and plannings.

(*contact numbers are also available on WhatsApp)

TO WHOM IT MAY CONCERN,

Over the past 13 years, I have built a robust professional career across diverse roles, honing a comprehensive skill set in the financial and retail sectors. My journey began as a Sales Representative at State Life Insurance, where I developed expertise in client relations and sales strategies. This was followed by a role as a Cashier at HBL, where I refined my financial transaction skills and attention to detail. Progressing within HBL, I took on the role of Branch Operations Manager, overseeing day-to-day branch functions and implementing operational improvements. My career further advanced when I became an Assistant Manager at WB General Trading in Ajman, UAE, where I managed a wide range of business operations and contributed to strategic decision-making.

Throughout these positions, I have gained invaluable experience and insights, from managing financial operations to enhancing customer service and streamlining processes. I am now seeking new opportunities to leverage my extensive background and skill set in a dynamic environment where I can continue to grow and make a significant impact. I am eager to contribute to a forward-thinking company that values innovation and professional development, allowing me to further enhance my career profile while optimizing my skills and knowledge for mutual success.

SINCERELY,

