



Umer Chaudhry

Administrator

Passionate professional with a proven track record in the banking and transportation sector. Strong IT and interpersonal communication skills with fluency in English. Seeking a position with a company that is rapidly expanding and offers good advancement potential.

Contact

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Email

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Address

Abu Dhabi

LinkedIn

www.linkedin.com/in/umer-chaudhary

Driving License

Abu Dhabi

Skills

- Microsoft Office
- Windows
- Team work
- Strong communication
- Negotiation
- Management

Certificate

- Customer Relationship Management
- Emergency Response Course

Language

- English
- Urdu
- Hindi

Experience

Jun 2024 - Sep 2024

IFit Fitness Gym | Electra street Abu Dhabi

Customer Service Representative

- Addressed new and existing customer queries, and provided information related to gym facilities, services, and membership.
- Assisted with membership sign-ups, cancellations, and renewals.
- Handled payments for memberships, and classes, and ensured accurate record-keeping.
- Professionally handled complaints to maintain a positive and respectful atmosphere.
- Performed routine administrative tasks, such as updating member records and managing correspondence.

March 2022 - May 2024

First Abu Dhabi Bank Data Center | Abu Dhabi

Receptionist

- Handled all documentation including report writing, emails, and Excel sheets for the record of higher authorities.
- Dispatched assets like servers, DIMMs, Hard drives, and racks.
- Received deliveries including all data center assets, and reported all failures to higher management.
- Executed operations for the smooth running of the team and for dealing with vendors and staff.

Sep 2020 - Dec 2021

The Avail Foundation school | Rawalpindi, Pakistan

Administrator

- Monitored the daily progress of students.
- Managed daily meetings.
- Assisted teachers with daily tasks.
- Managed the documents.
- Conducted the events and handled the routine work according to required standards.
- Kept records and distributed workload.

Jan 2020 - Aug 2020

Faisal Movers | Rawalpindi, Pakistan

Call Center Representative

- Dealt with customer queries and managed incoming calls.
- Booked seats online, writing and sending reports to higher management.

Education

Swiss School of Management

March 2025

BBA in Logistics and Supply Chain Management

London Institute of Advanced Studies

March 2024

Level 5 Diploma in Logistics and Supply Chain Management