

# MUHAMMAD NOMAN BABAR

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To work in an organization which gives me a platform to enrich and utilize my overall skills in such a manner that it proves to be an asset in every state of the business thus allowing me to give my best for the growth of the organization.

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## EDUCATION

- **B.A in Mass Communication | Allama Iqbal Open University, Lahore** (2019 – 2021)
- **Intermediate of Commerce | Board of Intermediate and Secondary Education, Lahore** (2015 – 2017)
- **Matriculation in Science | Board of Intermediate and Secondary Education, Lahore** (2008 – 2010)
- **Diploma | Computer Application & Data Base Management** (May, 2010 – Aug, 2010)

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## EXPERIENCE

### Office Superintendent of Examination Department | Minhaj University, Lahore

January 2022 – January 2023

- Supervising Staff.
- Managing Office Operations.
- Overseeing Administrative Tasks.
- Deals with Students Queries
- Declare Results.
- Organize Meetings
- Record Keeping
- Training New Staff Members.
- Report to Controller of Examinations in the Daily Official Requirements.
- Managing Inventory & Maintaining Office Equipment.

### Senior Clerk of Examination Department | Minhaj University, Lahore

2014 – 2021

- Maintain the Database of Results, Transcripts.
- Conduct Examinations of University.
- Work to Organize Convocation
- Report to Deputy of Controller in the Daily Official Requirements.
- Work in a Team to Conduct Examination.
- Prepare Transcripts.
- Prepare Result Sheets.
- Other Departmental Tasks
- Contact with Other Departments

### Cashier | Yasir Broast, Lahore

2010 – 2012

- Prepare bill of customers.
- Collect cash & closing of cash on daily basis.
- Petty cash management.
- Post all Entries in on Software daily basis.
- Prepare weekly sales & cash sheet.

### Customer Support Representative (CSR) | USA based Call Center | Lahore

January 2024 – April 2025

One year as sales team

- Receiving Calls & Making Calls
- Responding Promptly to Customer Quires
- Provide Proactive Solutions
- Record Keeping
- Delivery Exact Info About Product
- Processing Orders, Form Applications and requests

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## COMPUTER SKILLS

- MS Word
- MS Excel
- MS PowerPoint
- Data Entry
- Office Machines
- Bookkeeping

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## PERSONAL INFORMATION

- **Date of Birth:** 02-Sept-1993
  - **Nationality:** Pakistani
  - **Visa Status:** Visitor Visa
  - **Visa Expiry:** 12-Oct-2025
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