

UMER BILAL KHAN

CUSTOMER SERVICE SUPPORT

KUWAITI BUILDING AL-MUTEENA, DEIRA DUBAI.

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OBJECTIVE

I would like to gain more experience to enhance my professional skills in a competitive environment. I want to get progress in my career with my effort hardwork and abilities. I want to become an asset for any organization because of my versatile performance.

About me :-

I am a hardworking, honest individual, always willing to learn new skills. I am friendly, helpful and polite, I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful.

PERSONAL DETAILS

- . Age: 24
- . Birth: Pakistan
- . Date of birth: 18th janauary 1995
- . Cnic: 13101-2530233-3
- . Living: U.A.E
- . Marital status: single
- . Passport number: VM4132331
- . Visa status: visit visa (expiring on 2nd december 2019)

EXPERIENCE

1. FRONT DESK RECEPTIONIST:- (SEPTEMBER2017 –FEBRUARY 2018)

- . Greeting the clients.
- . Guiding them about services provided.
- . Handling phone calls, queries and complaints.
- . Updating daily and monthly financial records.
- . Handling the recieveables.
- . Promoting the business and services.

2. ASSISTANT LABORATORY AND FIELD:- (FEBRUARY/2018-MARCH/2018)

- . Making the site plan and assisting the supervision of accurate drilling.
- . Sorting and marking the samples accurately and filling the the site data log efficiently.
- . Assisting the soil testing engineer during various tests performed.
- . Updating the laboratory data log and making finals reports.

3. TRAINEE GEOLOGIST:- (APRIL/2016-MAY/2017)

- . Investigating the structure of the earth and its natural resources.
- . Surveying and mapping geologically promising sites.
- . Collecting and recording the samples and data from the site.
- . Prospect generation of a site and making reports.

4. REAL ESTATE MARKETING COORDINATOR:- (June/2018-MAY/2015)

- . Determining and providing guidance according to customer needs and financial abilities.

- . Online Real Estate Marketing of different developmental projects.
- . Active Coordinator with the office employees as well as the other Real Estate Agencies making a profitable environment for the organization and clients.

5. INTERNAL FIELD MONITOR:- (NOVEMBER/2018-APRIL/2019)

- . Evaluation and Validation of the data, held during the Polio Campaign.
- . Monitoring the Enumerators and determining the flaws.
- . Discussing the solutions with Zonal Manager as well as inputting the online live record of the Field Validation and Evaluation of the data.

EDUCATION

UNIVERSITY OF HARIPUR Bachelors of Sciences in Geology	Session 2013 to 2017	3.14/ 4 CGPA
PAKISTAN INTERNATIONAL PUBLIC SCHOOL AND COLLEGE, ABBOTTABAD. HSSC Pre-Engineering	Session 2011 to 2013	70% marks 1 st division.
PAKISTAN INTERNATIONAL PUBLIC SCHOOL AND BOYS COLLEGE, ABBOTTABAD. SSC Sciences	Session 2009 to 2011	78% marks 1 st division.

NON TECHNICAL SKILLS

- A good communicator, confident when it comes to effectively sharing information with people.
- Flexible and motivated team player and fast learner.
- Excellent interpersonal & communication skills.

LANGUAGES

- English
- Urdu
- Punjabi

CO-CURRICULAR ACTIVITIES

- Active Participant in sports.
- Active member of different societies.

COMPUTER SKILLS

- MS Office
- Corel draw
- Internet and email
- Windows