



# UMAR JABAR

## About Me

Hardworking and honest individual who has the ability to communicate with individuals from all levels. Competent enough to carry out the responsibilities. I have ability to work in a group and can also work individually.



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<https://mianumar1111.github.io/portfolio/>



<https://www.linkedin.com/in/mianumar1111/>



Mandianwala near Jallo Park , PO Barki Lahore

## EXPERIENCE

### REPORTING SUPPORT (BPO & CALL CENTER), SYSTEMS LIMITED.

May 2019 - Oct 2023

- Reporting to the higher management
- Generate reports on a daily, weekly & monthly basis.
- Making necessary changes along the way.
- Maintain all data in Excel sheets, prepare final report

### MANAGER, HOT CHICKS FAMILY RESTAURANT. 2017 - 2019

- Management.
- Management of staff.
- Management of Stock.
- Resolve issues of customers.

## LANGUAGE

- English
- Urdu

## EXPERTISE

- HTML\CSS
- Python
- Excel Formulations
- Data Handling
- Reporting
- Emailing

## EDUCATION

### NATIONAL COLLEGE OF BUSINESS ADMINISTRATION & ECONOMICS (NCBAE)

BSCS  
2019 - 2023

**Bise Lahore**

ICS (Physics)  
2018

## SKILLS SUMMARY

Basic Python Coding  
Basic HTML CSS  
Basic JS  
MS - Excel  
Data Management