

# UMAR BABUR

Looking to prove myself as a trusted and hardworking employee.

Karachi

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0323-4388530

Seeking to obtain an available position that opens for new experiences under the influence of dedication and determination.

Willing to relocate: Anywhere



## WORK EXPERIENCE

### International Packaging Expert (Inbound)

**Emenac Packaging (US Campaign)** - Lahore

February 2019 to November 2019

I was working there as packaging expert. I was responsible to support our e-commerce packaging website. I was there to assist customers regarding prices and make their production done on time. I was able to communicate with our customers on calls, emails and chats as well. We provided boxes of all shapes and all sizes in USA.

### Call Center Representative (Outbound)

**Air Duct Cleaning Services** - Lahore

August 2018 to January 2019

I was working there as a call center representative of a company which offers Duct Cleaning Services in Canada Toronto.

### Sales Executive (Clothing Brand)

**Sapphire Retail (Fabric Industry) DMTR Branch** - Karachi

August 2017 to July 2018

Sapphire is a textile company and I was responsible to assist customers with product knowledge and cross selling technique. I worked there as a cashier as well.

### Cashier (Chinese Food Outlet)

**China Grill (Food Industry FOH) DMTR Branch** - Karachi

November 2016 to March 2017

I was doing this job as a cashier in food court of dolmen mall tariq road. Reason to leave this job was getting paid not enough.

### Salesman (Super Store)

**Diamond Super Store** - Karachi

January 2016 to August 2016

I was responsible to assist customers in finding their choice of items or escort them to the right shelves. Stock shelves following the supermarket's policies and make sure that any out of stock product is informed to the supervisor. Answer customers' queries regarding products and deliveries.



## EDUCATION

### **Bachelor's in MEDIA SCIENCE**

**Iqra University** - Karachi

January 2020 to Present

### **DAE in Computer Information Technology**

**Vocational Training Institute** - Karachi

October 2015 to August 2019

### **Matric in Science**

**SM Public GBSS** - Karachi

April 2014 to April 2015



## SKILLS

- **Adobe Illustrator. (Less than 1 year)**
- **Adobe Photoshop. (1 year)**
- **MS OFFICE. (3 years)**
- **Photography (3 years)**
- **English Language (1 year)**



## ADDITIONAL INFORMATION

### COMPUTER SKILLS

- **Zendesk Zoplm**
- **Wonder-share**
- **Adobe Premiere Pro**
- **Adobe Photoshop**
- **Adobe Illustrator**
- **Ms Office**
- **Visual Basic 2006**