

CURRICULUM VITAE

PERSONAL INFORMATION

- ✧ **Name:** Muhammad Umer Farwan
- ✧ **Date of Birth:** 25th December 1987
- ✧ **Cell No:** 056-3239036
- ✧ **Nationality:** Pakistani
- ✧ **Visa Status:** Employment
- ✧ **Address:** Al Rigga Deira, Dubai
- ✧ **Email:** Umer.farwan@yahoo.com



PROFILE

- ✧ A motivated and enthusiastic individual having hands-on experience in Sales/ logistics & Customer service.
- ✧ Good team player, innovator, and problem solver with analytical abilities.
- ✧ Ability to work under pressure, while focusing on achieving the given targets.

JOB EXPERIENCE

Front Desk Representative 01-10-2023 to Current

ShuffleFitness (Dubai-Jaddaf)

Responsibilities

- ✧ Keep front desk clean, tidy and supplied with all the necessary supplies.
- ✧ Greet, communicate with and welcome guests.
- ✧ Answer all the customers' questions and address their complaints.
- ✧ Answer all incoming calls, redirect them when needed.
- ✧ Receive letters, packages and send them to appropriate destination.
- ✧ Prepare and manage outgoing mail.
- ✧ Check, sort and forward emails.
- ✧ Monitor Gym supplies.
- ✧ Make supply orders when needed.
- ✧ Monitor and update records and files.

Sales Assistant

24-01-2017 to 23-12-2020

Forever 21 (Sharaf Retail L.L.C) Deira City Center-Dubai

FOREVER 21®

Responsibilities

- ✧ Displaying items.
- ✧ Serving customers.
- ✧ Dealing with any queries or complaints.
- ✧ Advising customers on their purchases.
- ✧ Ordering, managing and taking out stock.

Sales Associate

31-07-2015 to 29-08-2017

Toms Shoes (Apparel Group) Mall of the Emirates-Dubai



Responsibilities

- ✧ Greeted customers and determined their needs and wants.
- ✧ Discussed type, quality, and the number of merchandise required for purchase.
- ✧ Recommended merchandise based on individual requirements.
- ✧ Advised customers on the utilization and care of merchandise.

Warehouse/Logistics Assistant

24-04-2013 to 31-06-2015

Distribution center (Apparel Group) Jebal Ali - Dubai



Responsibilities

- ✧ Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data, and obtaining missing data.
- ✧ Records data by operating data entry equipment, and coding information.
- ✧ Compile, verify the accuracy, and sort information according to priorities to prepare source data for computer entry.

EDUCATIONAL BACKGROUND

- ✧ 2003 **Matriculation (Level 10)** **1st division** | Gujranwala – Pakistan
Jaded Dastgir Ideal High School Gujranwala
Board of Intermediate & Secondary Education Gujranwala
- ✧ 2006 **Intermediate (Level 12) I. Commerce** **1st division** | Gujranwala – Pakistan
Punjab College of Commerce Gujranwala

SOCIAL SKILLS & SPORTS

- ✧ MS Office/Excel & MS Windows All Versions.
- ✧ Proficient in English/Urdu/Punjabi Reading Writing and speaking.
- ✧ Member of Agility logistics cricket Team / Under 19 Team Pakistan & Football Player.
- ✧ Communication.
- ✧ Ability to Work Under Pressure.

I hereby agree for processing the following personal information strictly for the purposes of job recruitment