# MUHAMMAD UMAR RASHID

**16 - Nashtar Block,**

**Allama Iqbal Town Lahore.**

**Contact** # 0321-4224340

**Email :**

[**umar.rashid666@hotmail.com**](mailto:umar.rashid666@hotmail.com)

|  |  |
| --- | --- |
| **Profile** | A creative mind with effective collaboration skills. I have the ability to build good and productive relationships with internal & external customers. I am team player having an ability to adapt easily to the changing environments. |
|  |  |
| **Professional Qualifications** | **MS Public Relations & Advertising 2009-2012**  Majors: Marketing Research, Advertising Campaign, Public Relations  **CGPA: 3.11**  **Beaconhouse National University**  **MBA 2007-2009**  Majors: Marketing  Others: Business Statistics, Financial Accounting, Human Resource Management  **CGPA: 3.0**  University of East  **BBA 2003-2007**  Majors: Finance and Marketing  **CGPA: 3.01**  University of East |
|  |  |
| **Work**  **Experience** | **Zahidjee Textile Mills Limited July 2017 - Present**   * **Accounts Officer** * Daily Activity Report, Sale Tax Returns, Posting Bank Payment Vouchers. * Maintain & Monitor Customer Accounts, Booking DO & Pledge of Cotton Yarn. * Contracts & DO of Waste, Payments of Broker Commission, Bank Reconciliation. * Posting Debit & Credit Notes in ERP, Stock Reports, Parties Reconciliation.   **Mannan Shahid Forgings Limited April 2013 – April 2015**   * **Business Development Officer** * To receive Inquiries, Booking the Orders & Issue the prices to customers. * Work on Expands New Business & New Customers, Internet Marketing. * Manage Exhibitions of Local & International.   **Directorate General Public Relations (DGPR) October 2010 – October 2011**   * **Internee (National Internship Program)** * Monitor Punjab Government Press Information & Electronic Media. |
|  |  |
| **Projects and Assignments** | * **Marketing:** Project on four p’s, of *“Shezan”* * **Entrepreneurship:** Business plan of an imaginary leather industry. * **Advertising Campaign:** Plan an Campaign to launch a new product of *“Lassi”*   + **Public Relations:** Public Relations Project of “*Daewoo*” |
|  |  |
| **Personal Competencies** | * Can easily adapt to different situations. * Team player, coordinator and a good leader. * Strong communication & presentation skills. * Proficient in MS Office (Word, Excel, PowerPoint). |
|  |  |
| **Hobbies/**  **Interests** | * Travelling, Listening Music * Watch Drama’s, Movies, and Current Affairs. |