



# UMAIR AZHAR

## About Me

Dynamic professional experienced in Automation, Social Media Management, Retail Sales, and Housekeeping. Skilled in driving impactful campaigns and fostering brand growth through digital innovation and customer-centric strategies.



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Lahore, Pakistan

## LANGUAGE

- Urdu
- English
- Pashto

## SKILLS

- Management Skills
- Attention to Detail
- Team Management
- Organizational Skills
- Leadership

## EXPERIENCE

### Superior University (1/2024 - Present)

#### Automation Executive

Manage surveys, handle LMS queries and resolve student portal issues, ensuring seamless operations and enhanced user experience in educational settings.

### Ali Country Club & Resort (8/2023 - 9/2023)

#### Housekeeping Supervisor - Internship

Led cleaning operations, managed inventory, conducted staff training and addressed guest concerns to maintain exceptional standards.

### Maaz Safder Restaurant (8/2023 - 9/2023)

#### Social Media Handler

Managed engaging social media campaigns and fostering higher interaction.

### Bliss Ice Cream (4/2023 - 8/2023)

#### Retail Sales Representative - Internship

Conducted outbound calls to retailers, sharing product insights and addressing inquiries.

### AL-HAMD Physio Hub (6/2022 - 6/2023)

#### Social Media Manager

Managed company social media accounts, crafting compelling content and assessing campaign effectiveness.

## EDUCATION

### CECOS University Peshawar

Bachelor's in Computer Science  
2019-2023

### ICMS College Peshawar

FSC/HSSC  
2017-2019

### Happy Day School Peshawar

SSC  
2016-2017

## CERTIFICATIONS

- Diploma in Information Technology - 2017
- IOSH Managing Safely - 2019
- Fundamentals of Digital Marketing - 2021