



Mirza Umair

Address:	Flat# C509, 6th floor, Ruffi Heaven, Block 13D/2, Gulshan-e-Iqbal, Karachi East		
Contact:	Cell	+92314 8121670	Res +92300 0707349
E-mail :	umair.mirza@live.com		

CAREER OBJECTIVE

To contribute towards the growth of your esteemed organization by delivering my best and meeting the requirements of the organization.

PROFESSIONAL AND ACADEMIC EDUCATION

Certification / Degree	Institute / University	Grade/CGPA	Year
B.E (Electronics Engineering)	Iqra University	2.93	2011–2014
Intermediate(Pre-Engineering)	P.E.C.H.S Education Foundation Govt Degree College	C	2008-2010
Matriculation SSC (Science)	St. Patrick's High School	A	2006-2008

WORK EXPERIENCE

Organization	Designation	Duration	Job Description
Pearl Engineering (Emerson LBP in Pakistan)	Email & Chat support Executive	July 2017 - July 2021	<ul style="list-style-type: none">Responsible to work as a liaison between Emerson Asia Pacific Pvt Ltd and customers like PPL, MPCL, UEP, OGDCL, ARL, PEL, PARCO, POL etc in Pakistan, providing them After sales support and services of Emerson products like Daniel, Rosemount, Fisher etc. Resolving customer's queries via Emails, Webex and telecon etc and ensure satisfactory solutions to them.Responsible for handling customer's RFQs, preparing technical and Commercial quotations, handling their POs and payment processes like LC, CAD etc.
TPL Trakker Ltd	Internee	June 2015 – July 2015	<ul style="list-style-type: none">Repair & troubleshooting of GPS and GSM (G626I) Tracking DevicesProgramming and monitoring of GPS & GSM unitsMaintain record of dispatch details of tracking devices and report to AM.

SKILLS AND INTERESTS

- High proficiency in computer software's & Internet
- Proficient in MS Word, MS Excel, MS PowerPoint, MS outlook
- Highly trustworthy, discreet and ethical.
- Can adapt myself in an Environment of challenging circumstances.
- Excellent written & verbal communication skills.
- Good Typing speed
- A good team player

PERSONAL INFORMATION

- Father name: MirzaWaseem
- Marital Status: Single
- Date of birth: May 21, 1992
- Nationality: Pakistani
- Languages: English & Urdu
- CNIC No: 42301-2903202-5

REFERENCES

Will be furnished upon request