

CURRICULUM VITAÉ

FARAH UMER

House No:P/670-B STREET NO;13 ANGAT
PURA ASGHAR MALL RAWALPINDI
☎ (051)5533872-5393400 (Landline)
☎ (0335)0052035 (Mobile)
E.Mail farahkhurshid22@gmail.com

OBJECTIVES

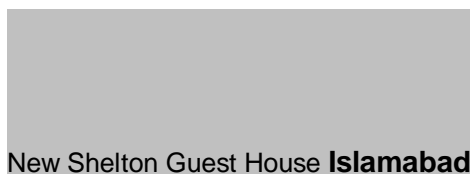
Seeking a challenging position in a progressive organization in order to serve organization to best of my skills to make best use of my abilities knowledge and experience shouldering broader responsibilities to allow processional growth and add value to the overall operation of an organization.

PROFESSIONAL EXPERIENCE

Present Job Status

10th September 2018 to
date
Manager

Key responsibilities:



New Shelton Guest House Islamabad

- Liaises with key organization employees to determine their product and service needs
 - Identifies and researches potential new suppliers
 - Resolving disputes and claims with vendors and suppliers
 - Maintain thorough records of orders
 - Comparative statement preparations
 - Issuance of Supply/Purchase orders
 - Working to create and promote a safe working environment
 - Managing, coaching and mentoring other members of the admin team
 - Day to day Administration activities
 - Tax Calculations.
 - Ensure full compliance to hotel operating controls, SOP's, policies, procedures and service standards.
 - To make company image building activities.
 - Develop and implement Strategies to market the products of the company.
 - Arrangement of Exhibitions.
 - Liaison with foreign donor organizations for meetings and events.
 - Recruitment of potential staff.
 - Salary preparation of employees.
 - Day to day Administration activities.
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SCHOLASTIC RECORD

2018-2021

**Virtual University
Campus Rawalpindi**

Masters HRM

2015-2017

**International Islamic
University Islamabad**

**MBA HRM
Completed Three Semesters**

2013 – 2015

**PUNJAB GROUP OF
COLLEGES
University, PUNJAB**

B.Com

2011 - 2013

**POST GRADUATE
COLLEGE
6TH ROAD. RWP**

I.Com

2009-2011

F.J SCHOOL

Secondary School Certificate (Science)

OTHER QUALIFICATIONS

2012- 2013

**COMPUTER SOFTWARE
CERTIFICATIONS**



CERTIFICATE FOR

Microsoft PowerPoint, MS Word, MS Excel, MS Access
MS Front Page
Graphic Designing & HW related issues



Event Management/Comparing

**2015-EXIHIBITION
CERTIFICATE**

Female Human
Rights Organization

ADDITIONAL SKILLS AND APTITUDES

Computer Literacy

Proficient in operating:

- MS Office, Photo Shop, Hardware,

Languages

English: Excellent

Urdu: Native

Hobbies

- Surfing Net.
- Playing games (tennis).
- Hiking, Tourism.
- Reading historical books.

PERSONAL

Date of Birth	13- 12- 1992
Husband's Name	Sheikh Umer Sani
National Identity Card	37102-4463059-8
Marital Status	Married
Nationality	Pakistani
Religion	Islam
Husband Profession	Sr. Mgr NUMS Military Hospital Rwp

REFERENCE

Brigadier	Cell #. +923355365620
Khalid Farooq	kfmirza44@yahoo.co.uk
Lt Col Iftikhar Ahmed	Cell #. +92 322 9000051
	Dydir.admissions@numspak.edu.pk