UMAIR YAHYA

KARACHI | 0333-2133869 | umair.yahya@outlook.com

OBJECTIVE

I am hard working, problem solving, result oriented, and self-motivated individual with a sense of responsibility and enjoy meeting new challenges. I am poised to work for a growth-oriented organization to deliver pragmatic results, thus being a conductive element in achieving the organizational goals.

EDUCATION

 Karachi University

 Bachelors in Commerce **2014**

 54%

Cams College

CIMA UK 2011

Certificate Level Cleared



Cambridge University

A-Level 2010

Commerce 68%



Falcon House Grammar School

**O-Level 2008**

Commerce 71%

 WORK EXPERIENCE

SBT JAPAN

**Sales Executive Dec 2014 – Oct 2018** *Business Development by Approaching New Customers, Japan Auction Bidding, Stock Selling, Customer Handling, Accounts Management.*

 Hospital Supply Corporation

**Marketing Service Executive Oct 2013 – Nov 2014** *ERP Sales Reporting, Quotations, Bill Generation, Dealing with Customers, Legal Documentations,*

*Tender Participation Documentation, Monitoring Stock Levels, Promotional Material Designing.*

Sadaf International

**Inventory Control Officer Trainee July 2013 – Aug 2013**

*Maintaining Stock Levels, Keeping Inventory up to Date on ERP System, Managing Warehouse Loaders*

 *And Staff.*

White House Grammar School

Teacher: Mathematics, Economics Feb2010 – Aug 2011

*Developed Syllabus and overall coarse structure, administered class activities.*



Cosmopolitan Mechanical Services

Customer Support Feb 2009 – Aug 2009

*Scheduling appointments, taking customer queries, forwarding the details to technical staff.*

 LANGUAGES

Urdu – Native Language

English – Speak fluently and, read and write proficiently