



UMAR ALI SHAH

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Summary

I am self-motivated individual having primarily interest in human resource management Administration, and Strategy and business development. Personally, I am passionate visionary who thrives on situations where I can find creative solutions to difficult problems. As a Business graduate, I always believe in lifelong learning that helps me to stay of all the latest industry trends.

Currently, I am looking for the job in HR, Administration, and Strategy and business development.

EDUCATION & QUALIFICATIONS

Bachelors in Business Administration (Hons)

May 2021

Major (HRM) Minor (Marketing & Finance)

Namal Institute, Mianwali

FSC (Pre-engg)

Apr 2016

Govt Post Graduate Collage Lakki Marwat, KPK

PROFESSIONAL EXPERIENCE

Namal Institute Mianwali

January 2020 – March 2021

Assistant/Assistant ORIC, ORIC

- Building research rapport with department head to provide strong communication and inter departmental support thus effectively
- Achieving what each researcher needs on a person to person basis.
- Posting ads on department behalf to assorted webpages.
- Building and maintaining internal Researchers..
- Quickly learn to apply daily changes regarding research proposals and grants.
- Emailing and speaking with researchers about their proposals.

Chatta Agro forms

April 2020 - July 2020

Market Research and Account Manager

- Bookkeeping, Invoicing and managing financial statements
- Research on daily prices (According to Punjab food authority food regulation)
- Searching for new opportunities in market
- Setting short term goals and should clear strategies to achieve that goals
- Analysis of competitive market
- Implementation of differentiation strategy

Namal Institute Mianwali

November 2017 - December 2019

Assistant/HR, HR

- Partners with the leadership team to understand and execute the organizations human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Preparing Tests for hiring new employees
- Filing and Office Management
- Attending Calls and Managing Internal Communication
- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)

- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Oversee a wide variety of administrative functions, supporting Executive level projects and information management processes.

EFU life Insurance

May 2019-Sept 2019

Internee/ Sales assistant and client consultant

- Provide high quality professional administrative service to multiple clients.
- Manage clients email inbox, responding to emails as necessary based on specific guide lines provided by the client.
- Conduct research as per client request this includes research on events, travel, projects, etc.
- Provide results to the client within the established timeframe.
- Complete any purchases as assigned by client, ensuring specifications of the purchase meet the client's satisfaction.

Namal Institute Mianwali

May 2018-sept 2018

Internee/ Account and Finance Assistant

- Filing
- Billing
- Checking files with supportive and proper calculations
- Audit Supporting
- Managing front desk activities (providing demand form, advance and invoices)

PROJECTS

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- **Research Project (Bachelors):** Submitted a research paper on "The journey of organization plantation in the Perspective of CEO transformation leadership".
 - **Compensation System:** Build a market base compensation system for hotel and hospital industry.
 - **Online Learning Organization:** Reviewing strategic management process of online learning in light of COVID-19.
 - Customers satisfaction in the banking sector of Pakistan
 - Culture varying in hotels management
 - Namal Restaurant
 - NZCCTC
 - Umar café
 - IT business
 - Take-out pizza
 - Easy Photocopier
 - JEWELRY STORE
 - Organic Farm
 - Rental Property Business
 - Mobile petrol pump and spare parts
 - Umar Fish and Fries
 - Umar & Co Mini Store
 - Career Shaping Academy

ADDITIONAL EXPERIENCE

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- Founder at Marwat Welfare Organization
 - Business Development Coordinator to NEDC
 - Campus Ambassador at Ideagist Pakistan
 - Marketing and Finance Manager at Namal Adventure Club

- Active Member of Namal Talent Hunt Program
- Volunteered for Events Management in Namal
- HR manager at Namal Environmental society
- Summer internship at Namal Finance office
- Visited BARI Chakwal to observe agribusiness practices
- Visited Nestle, Pakistan to observe dairy farming practices
- Visited Al-Noor Dairy Farm to observe dairy farming practices
- Visited Dawn Agri-Food Expo to observe latest trends in agriculture market
- Visited Sheikupura Ostrich Farm to learn business scope in Pakistan
- Visited Packages Limited to observe industry practices
- Prepare training sessions for new employees
- Prepare employees orientation hand book
- 3 days hand on practice at nestle
- 1 day training at BARI Chakwal, Punjab Pakistan
- Prepare Entrepreneurial Activities(Stalls at different sessions)

HONORS & AWARDS/ Certifications

- Microsoft Office Specialization (MOS)
- Business Management
- NSE Training
- Global Marketing
- Business Fundamentals
- Collaborative working in a remote team
- Communication and interpersonal skills at work
- Create a social media marketing campaign
- Decision Making: How to choose the right problem to solve
- Evidence and data collection for problem solving
- Marketing Analytics

SKILLS & INTERESTS

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

Interests: Ad making, entrepreneurship, cricket, and adventures.

REFERENCE

Reference will furnish on demand