

CV

Name Umer Iftikhar Malik (Mr)

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OBJECTIVE Highly motivated and energetic individual seeking a challenging career in the field of management where I can utilize my skills expand my abilities and face new challenges with the view of learning and developing myself.

EDUCATION

2007-2009 **Staffordshire University, Stoke-on-Trent (UK)**
Masters in Business Administration Finance
Semester 1 Managing Through Information, Economics and Marketing
Managing Change and Leadership, Professional and Academic
Support Skills

Semester 2 Business Research Methods, International Finance,
Managerial Finance, Managing Risk, Managing Strategy,

2006-2007 **University of Greenwich, London (UK)**
2i Bachelors of Business Administration

2003-2005 **University of Punjab, Pakistan**
Bachelors of Commerce

2000-2002 **Sirsyed Science College, Rawalpindi, Pakistan**
2i Intermediate of Computer Science

SKILLS:

- Computing** Experienced in all standard office equipment and computer programs: Word, Access, and Excel also have knowledge about data base like Ms Access, and have done computer programming in C++.
- Communicating** Good communication skills with high level of confidence, Good listener and always welcome other team member's ideas and innovative strategies.
- Team Work** Have ability to fit myself easily and quickly in a new environment with other team members, Good team player as well as a good team leader.
- Key Abilities** Goal achiever, love challenges, good in time management and strongly believe that nothing is impossible every single thing is possible one just need to find the right way of doing things.

WORK EXPERIENCE

- April 2005-
February 2006 **Shell UK LTD, Brighton**
Sales Assistant
- Worked on checkouts deal customers with great care.
 - Assisted customers with their purchasing needs, queries and problem solving issues.
 - Handled merchandising, price reductions, and inventory.
- September 2006-
June 2007 **Blue Mantle, London**
Assistant Manager
- Exclusively involved in communication and coordination with internal and external stakeholders.
 - Providing excellent customer service with high product knowledge.
 - Handled monetary transactions, keeping track of stocks in ware house.
 - Assisting customers with purchasing needs, deals with all the imports and export of different products to different countries.

December 2007-
2009

ASDA, Wolstanton, Stoke-on-Trent
Counter Assistant

- Responsible for order reviews, helping managers in placement of new promotions in store as directed by HQ.
- Assisted customers with their queries.
- Handled price reductions.

October 2009-
2011

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Manager

- Book Keeping
- Delegate work to other team members and monitor the progress to completion.
- Responsible of all the cash and carry and payment of all the bills.
- Making sure that company goals are achieved and strategy is in line.
- Time to time advertising and new promotions.

INTERESTS:

Listening music and love to play sports especially football.

REFERENCES:

Mrs. Carole Williams,
Director of Postgraduate Business Awards
Staffordshire University, Business School, Leek Road,
Stoke on Trent, ST4 2DF
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