

Nazar Umar

Office Assistant

Seeking a position to utilize my skills, abilities and knowledge to build and ambitious career that offers professional growth, while being resourceful, flexible, innovative and in line with the latest technological and managerial prospects.



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📍 Al Satuwa

EDUCATION

GCE Ordinary Level

St' Mathews college colombo 09

01/2008 - 11/2018

Sri Lanka

WORK EXPERIENCE

Office Assistant

Trust Hardware Cooperation

01/2019 - 04/2020

Colombo, Sri Lanka

Achievements/Tasks

- Handling incoming calls and other communication.
- Update paper work, maintaining documents, and word processing.
- Greeting clients and visitors as needed.
- Organizing travel by booking accommodation and reservation needs as required.
- Aiding with client reception as needed.
- Maintaining office equipment as needed.

Office Assistant

UnionGig Travels Pvt Ltd

05/2020 - Present

Colombo, Sri Lanka

Achievements/Tasks

- Handle passenger inquiries via phone or e_mail.
- Perform other office duties as assigned.
- Audit travel expense reports and approve vouchers for reimbursement.
- Assist in sales and travel plans.
- Process payments.
- Provide customer assistance during tour.

SKILLS

Good Computer Skill

Document Management

multitasking

Innovative and Self Motivated

Microsot Office Pakege

LANGUAGES

English

Professional Working Proficiency

Tamil

Full Professional Proficiency

Sinhala

Full Professional Proficiency

INTERESTS

Sport

Singing

Gaming

Volunteer work and Community Innvolement

Traveling

Hiking

Swimming