

Umer Daraz Khan

PERSONAL DETAILS

Gender: Male

PHONE: +923122977212

Address: Karachi, Pakistani

LinkedIn: [Umer Daraz Khan | LinkedIn](#)

EMAIL: umerdaraz1995@gmail.com

SOFT SKILLS

Problem solving capacity
Effective communication skills
Team work

TECHNICAL SKILLS

Microsoft office
QuickBooks
Power bi
Email
Google ads
Social media handling

LANGUAGES

Urdu
English
Hindi
Punjabi

Results-driven finance graduate with a 3.6 GPA and a successful stint as a Travel Consultant for Pakistan International Airlines. Possessing strong problem-solving skills, effective communication abilities, and a diverse technical toolkit including Microsoft Office, QuickBooks, Power BI, and digital marketing expertise.

EDUCATION

Newport institute of communication and economics

2020 - 2023

Bachelor of Business Administration in Finance with 3.6 GPA

Institute Of Business Education -University of Karachi

2014 - 2017

Bachelor of commerce with 2nd division

Army Public College Malir Cantt

2011-2013

Intermediate in pre-engineering with A grade

Little Masters Model School

2010-2011

Matriculation in science Group with A-1 Grade

WORK EXPERIENCE

Travel Consultant

TSI INTERNATIONAL, Karachi

Jan-2017 – Oct-2017

worked with Pakistan International Airlines

Job Responsibilities:

- ❖ Online reservations for airline Customers
- ❖ Handling general queries regarding airline operations
- ❖ Voice, email and chat communication with airline customers
- ❖ Ensuring maintenance of performance and quality standards
- ❖ Handling of PIA Frequent Flyer program members

PROFESSIONAL TRAININGS/CERTIFICATES

- The fundamentals of digital marketing by google
- DATA ANALYTICS AND BUSINESS INTELLIGENCE under Digiskills training Program
- VIDEO EDITING, ANIMATION AND VLOGGING under Digiskills training program
- Basics of Finance from HP LIFE online course
- Social Media Marketing from HP LIFE online course
- Sales Forecasting from HP LIFE online course