

# Muhammad Umair Tariq



## PROFILE

A motivated and detail-oriented person hands-on experience as a Data Analyst and Business Strategies Internee in the cement industry. Skilled in analyzing production, sales, and market data to support strategic decision-making and operational efficiency. Demonstrated ability to conduct comprehensive market research, prepare insightful reports, and collaborate effectively across teams. Additionally, experienced in accounting tasks, including financial reporting and record management, ensuring accuracy and compliance. Seeking to leverage my analytical, strategic, and financial skills in a dynamic organization to contribute to its growth and success.

## EDUCATIONAL SKILLS

- Data Analysis and Visualization
- Strategic Planning and Business Development
- Market Research and Competitor Analysis
- Financial Reporting and Record Management
- Demand Forecasting and Inventory Management
- Microsoft Excel
- Data Management and Interpretation
- Presentation Skills (PowerPoint)

## PERSONAL SKILLS

- Problem-Solving and Decision-Making
- Team Collaboration and Cross-Functional Coordination
- Time Management and Task Prioritization
- Analytical Thinking and Attention to Detail
- Statistical Analysis and Interpretation
- Research and Report Writing
- Communication and Interpersonal Skills

## EXPERIENCE

2019  
To  
2023

**Sales Promotion Officer**  
**Pakistan**

GENIX Pharmaceuticals Ltd.

### Role & Responsibility

- Develop and execute sales promotion strategies to achieve product sales targets.
- Collaborate with medical representatives to enhance product awareness among healthcare professionals.
- Conduct market research to identify customer needs and competitor activities.
- Organize and participate in promotional campaigns, trade shows, and medical conferences.
- Prepare and deliver product presentations to healthcare professionals and other stakeholders.
- Monitor sales performance and provide feedback to improve promotional strategies.

## INTERSHIP

2024

**INTERNEE**

**Pakistan**

DG CEMENT COMPANY LTD.

### Role & Responsibility

- Analyzed production and sales data to identify trends and support strategic decision-making.
- Assisted in the development of business strategies to optimize operational efficiency and profitability.
- Conducted market research to assess industry trends and competitor performance.
- Prepared reports and visualizations to present key insights to management.
- Supported demand forecasting and inventory management through data-driven analysis.

## DETAILS

Ph: 0092 332 6554375  
Email: umairkhan3119@gmail.com  
DOB : 12-01-2001  
City: Dera Ghazi Khan  
Nationality: Pakistan  
Religion: Islam

## PASSPORT

Passport No: HD7969761  
Issue Date: 30-05-2024  
Expiry Date: 29-05-2034

## LANGUAGES

- English
- Urdu
- Punjabi
- Saraiki

## HOBBIES

- Walking
- Badminton
- Cycling

## REFERENCE

Will Be Furnished on Demand

## EDUCATION

2024	<b>BS (Hons) Economics</b> Ghazi University Dera Ghazi Khan61.08 %
2020	<b>F.Sc (Pre-Medical)</b> Higher Secondary School Kashmoor51.73%
2016	<b>Matriculation</b> Center of Excellence High School No. 01 Dera Ghazi Khan49.54%

## CERTIFICATES

2019	Certificate of “Computer Application & Office Professional” VTI, Dera Ghazi Khan
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## SEMINAR

2023	Economic Strategies for Industrial Growth and Data-Driven Decision Making
2024	Climate behavior study