

# Muhammad Umer

Mechanical Engineer

+97477184340 · umer0616@gmail.com · Al Muntazah, Doha, Qatar

QID Status: VALID | LinkedIn: <https://www.linkedin.com/in/muhammad-umer-niazi-514a721b8>

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## • PROFESSIONAL SUMMARY

A passionate learner and problem solver with a strong drive to explore new ideas and take on challenges. Possess leadership qualities, excellent communication skills, and a keen eye for detail. Seeking a challenging position in a reputable organization where I can expand my knowledge and effectively utilize my skills to contribute to organizational growth. Adaptable and flexible, with the ability to work efficiently in diverse environments and handle responsibilities with dedication.

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## • EXPERIENCE

- **Hyundai City Store ( Dealership) 2025**
  - **Assistant Manager**
    - Assist the General Manager in overseeing the operations and performance of a specific department, such as new and used vehicle sales or the service department.
    - Provide technical support to service advisors and staff, and help manage repair order documentation.
    - Deal directly with customer callbacks, ensuring proper attention and high customer satisfaction maintenance services to ensure efficient workflow and timely delivery.
    - Coordinate repair and maintenance services to ensure efficient workflow and timely delivery.
    - Prepare lists of needed service department equipment and supplies, and review with the service manager.
- **Honda Motors ( Dealership) 2024**
  - **Sales Executive**
    - Cultivates buyers by maintaining report with previous customers and suggesting trade-ins. Turns customers into buyers by matching them with their ideal car. Qualifies buyers by understanding their requirements and interests and matching these interests to various car models. Demonstrates vehicle features and takes customers on test drives.
    - Demonstrates automobiles by explaining warranties and services. Closes sales by overcoming objections, asking for sales, negotiating prices, and completing sales and purchasing contracts.
    - Provides sales management information by completing reports. Assists with the setup of the showroom and displays. Enhances dealership reputation by accepting ownership for accomplishing new and different requests
- **Toyota Highway Motors (Dealership) 2022**
  - **Job Controller, Floor Incharge**
    - Assigning tasks and responsibilities to employees according to their skills, and work experience Providing clear instructions and guidance on completing assigned tasks Monitoring the performance and productivity of employees. Conducting regular check-ins and team meetings to understand employees' concern
    - Providing regular feedback to help employees perform their duties efficiently Helping employees develop additional skills and knowledge through staff development programmes, workshops and training sessions
- **Auvitronic limited 2020**
  - **Quality Control Officer**
    - Maintaining and calibrating measuring equipment to various testing standards
    - Questioning the nature of defects while providing future solutions
    - Alerting the Quality Assurance department of ongoing problems and delivering resolutions
    - Inspecting raw materials to ensure consistency and integrity
    - Filling out and maintaining proper paperwork
    - Complying with any and all standards, internal policies and legal regulations that apply to the finished product

- **KIA Lucky Motors**

**2018**

- **Assembly Line Member**

- Performing assembly line tasks as directed by the supervisor
  - Operating and maintaining machinery and tools on the assembly line
  - Ensuring that products are assembled correctly and meet quality standards
  - Performing quality checks on products before they are sent to the next stage of production
  - Keeping the assembly line clean and organized
  - Reporting any issues or problems with the assembly line to the supervisor
  - Following safety protocols and wearing appropriate safety gear
  - Meeting production targets and deadlines
  - Working collaboratively with other members of the assembly line team
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- **EDUCATION**

- **Bachelor of Science in Mechanical Engineering**

**2021-2025**

- BS(ME) Indus University Karachi, Pakistan

- **Diploma in Associate Engineering**

**2019-2021**

- St Patrick's college Sadler Karachi, Pakistan.
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- **TECHNICAL SKILLS**

- Project Manger
  - Digital Marketing
  - MS Office
  - ERP
  - SAP
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- **CERTIFICATIONS& TRAINING**

- Digital Marketing & SEO Click 5
  - T T ( Toyota tech) Training Indus Motors.
  - PT (Pro tech) Training Indus Motors.
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- **LANGUAGES**

- English (Fluent)
- Urdu (Native)