



Umair Tahir

WORK EXPERIENCE

Apr 2025 — Present

Driver (Chauffeur), Fox Transport Rent a car | Doha

- Provided safe, reliable, and punctual transportation for clients
- Maintained high standards of professionalism and confidentiality
- Planned efficient routes using GPS/navigation systems
- Ensured vehicle cleanliness, maintenance, and regular servicing
- Assisted passengers with luggage and ensured comfort during travel
- Followed all traffic laws and safety regulations
- Managed schedules and coordinated pick-up/drop-off timings
- Operated company vehicles to ensure timely and safe transportation of personnel and materials within the Maple Leaf Cement Factory, optimizing logistical efficiency and minimizing downtime

Apr 2023 — Jul 2023

Relationship Officer, Citi Bank | UAE

- Manage and maintain a portfolio of clients, ensuring high levels of satisfaction and loyalty.
- Dealing with major customers with the help of Senior Manager.
- Developing sales strategies and setting targets.
- Facilitate educational workshops and seminars for clients on relevant topics, enhancing the value provided to clients and positioning the company as a thought leader.
- Collaborate with the marketing team to create targeted campaigns for different segments of the client base, increasing engagement and loyalty.
- Analyze customer feedback and collaborate with the product development team to guide the creation or improvement of products and services.

Apr 2020 — Jul 2022

Sales Manager, AI- Kabab Al Afghani Restaurant L.L.C(Group Of Restaurant) | UAE

- Responsibility includes visit daily advertising companies daily and discusses the strategies to enhance business.
- Monitor all accounts in my area
- Weekly season in which found out all the critical issues which has been faced by the walking customers in the different branches.
- Weekly engagement with the suppliers and advertisers.
- Pro-actively working for the resolution of the customer in the different branches.
- Responsible to conduct weekly sales training responsibility includes visits to different companies to yield more business.

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PROFESSIONAL SUMMARY

The purpose is to act as a catalyst in any organization to boost its strong areas and explore ways to streamline the slack ones and improve my skills and experience along the way. Driver and relationship management professional with expertise in client transportation, sales strategy, and customer portfolio management. Skilled in route planning, client engagement, and team collaboration to enhance service quality and customer satisfaction. Focused on leveraging operational efficiency and strategic initiatives to drive business growth and client loyalty.

SKILLS

- Inventing ideas to optimize resources:
- Adaptability to new environment:
- Ability to work under pressure and given deadlines:
- Customer service:
- Route planning:
- Communication:
- Product knowledge:
- Negotiation skills:
- Problem-solving:
- Time management:
- Client relationship:
- Vehicle maintenance:

EDUCATION

1 Year Diploma in Electrical Engineering, Technical College Mansehra | Pakistan

Intermediate, Broad of Intermediate & Secondary Education, Abbotabad | Pakistan