**Usman**

E-mail: usmaan.236115@2freemail.com

Visa Validity: 26th December 2017

# **Objective:**

To achieve the best in my field through hard work, sincere effort and perfection.

# **Skills:**

* Excellent verbal and non-verbal communication skills.
* MS Office Excel. (Can make accounts using VLOOKUP, Macros and basic mathematics formulas).
* MS Office Word. (Can prepare documents with proper alignment, headings, table of contents, graphical representation and tables).
* MS Office PowerPoint. (Can prepare presentations and slideshows using various transitions).
* Negotiation and conflict resolution with employees and customers.
* Extremely detail oriented, more like a perfectionist.
* Can work under pressure.
* Very punctual and always meeting deadlines.

# **Professional Work Experience:**

**Organization: Khan Medicine Company**

(Pharmaceutical Distributors)

**Tenure:** 1st July 2015 – 31st August 2017

**Designation:** Administrator

**Duties and Responsibilities:**

* Generate daily expense report and forward it to accounts department.
* Keep daily record of employee attendance.
* Generate pay slips of employees after deductions (if any).
* Attend client queries via phone and e-mail and forward it to respective department.
* Maintain discipline in the premises.
* Resolve conflicts among employees and attend their queries.
* Refrain employees from workplace politics.
* Generate reconciliation report on daily basis.

**Achievements:**

* During my tenure in Khan Medicine Company as an Administrator, I successfully increased the sales to 30% by practicing CRM.

# **Academic Qualifications:**

**2013 – 2017 Bachelors in Business Administration**

Major: Marketing

 Minor: Human Resource Management

 University of Central Punjab, Lahore, Pakistan.

**2011 – 2013 Bachelors in Computer Science (3 Semesters)**

University of Central Punjab, Lahore, Pakistan.

# **Honors and Achievements:**

**2016 – 2017** Co-Head of Event Management of Character Building Society, University of Central Punjab, Lahore, Pakistan.

**2014 – 2017** Senior member of Usher’s Club, University of Central Punjab, Lahore, Pakistan.

# **Language Proficiency:**

* Urdu
* English

# **Reference:**

Can be provided upon demand.