USMAN

Email: usman.285420@2freemail.com

CAREER OBJECTIVE:

I would like to join an organization where challenging work & commitment are recognized. To serve an organization which offers challenging opportunities for career development and personality grooming, furthermore I am ambitious in getting excellence in Administration and Marketing by applying the academic knowledge that I have attained in graduation and my experience, pursue a challenging career in a reputable organization, which provides constant personal development and to groom my technical and interpersonal abilities.

CAREER PROFILE/SKILLS:

* Proficient in Computers skills like MS Office.
* Proficient in Accounting software’s like Tally and Peachtree.

a Excellent in Accounting and professional in communication skills.

* Believe in Planning and executions.
* Goal oriented, competent, hardworking and easy to learn new system.
* Excellent Customer relationship management.

® Strong Technical and analytical skills.

PROFESSIONAL WORK EXPERIENCE:

Organization:

Tenure:

Designation:

Metric Icon General Contracting Company L.L.C.(U.A.E)

April 2016-August 2017

General Accountant

Responsibilities:

* To handle the whole cash.
* To operate the computer.
* To make payroll of the staff.

Achievement:

* To handle the complete responsibilities successfully of the organization.

Organization:

Tenure:

Designation:

Mumtaz Boutique, Pakistan

July 2014-Dec 2015
Accountant

Responsibilities:

* To handle the daily cash.
* To make payrolls of the staff of shop.
* To make proper records of Inflow and Outflow of cash on daily basis.

Achievements:

* Successfully handle the cash of the entire shop.
* Train the new accountant of another branch of that boutique.

**Organization:** Honda show room, Sialkot **(^j^Atlas Honda**

Tenure: June 2012-Feb 2013

Designation: Internee

Responsibilities:

Responsibilities of telling cash, Proper records of Inflow and Outflow of cash on daily basis. Deposit the daily cash to the Bank, and dealing with customers to sale motorcycles.

ACADEMIC EDUCATION:

|  |  |  |
| --- | --- | --- |
| DEGREE/CERTIFICATION | EXAMININ6 BODY: | YEAR |
| Bachelor of Commerce | University of Punjab | 2015 |
| Intermediate of Commerce | 8ISE, Gujranwala | 2013 |

CERTIFICATION/ ADDITIONAL SKILLS:

o Tally (Erp9)

o Peachtree All versions of it.

o MS Olfice (All versions, esp. MS Word, MS Power Point and MS Excel)

o MS Excel (MS Formulae, Macros, Presentations w.r.t. Analysis)

PERSONAL INFORMATION:

Date of Birth 11 July 1993

Driving License **In Progress**