**USMAN**

**USMAN.365312@2freemail.com**

**JOB SKILLS:**

* Accounts payable
* Accounting Administrator
* Accounts Executive
* Assistant Accountant
* Data Entry Officer
* Staff management and development
* Finance Associate
* Warehouse Management
* Sale and Customer services skills (7 years’ experience)

**KEY SKILLS:**

* Tally ERP 9.0
* Quick Book
* Microsoft Excel, Word, PowerPoint
* Bank Reconciliation
* Collection of Clients invoices
* Payroll preparation
* Time management
* Prepare Balance sheet
* Profit & Loss A/C
* Warehouse Management software
* Typing Master 50 WPM

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **JAMIL CORPORATION**

(Leading Construction Company of Pakistan)

**Tenure:**  June 2008 – March 2010

**Designations:** Accountant

**Responsibilities:**

* Reconciliation of Bank on monthly basis.
* Administrative activities and Warehouse handling.
* Maintaining Client expense account.
* Dealing daily transaction with bank.
* Posting all Vouchers into accounting software.

**Organization:** **BUCK Sports Pvt Ltd.**

(Leading sportswear and sports goods Company of Pakistan)

**Tenure:**  May 2007 – May 2008

**Designations:** Assistant Account Manager

**Responsibilities:**

* Making monthly payroll on Software.
* Maintaining daily expense related account.
* Daily Appointment and Confirmations.
* Warehouse Management.
* Preparation of local purchase order and sale.

**ACADEMIC EDUCATION:**

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| --- | --- | --- |
| **DEGREE** | **EXAMINING BODY:** | **YEAR** |
| Masters of Business Administration | Allama Iqbal Open university Islamabad | 2011 |
| Bachelor of Commerce | University of Punjab Lahore  | 2008 |