**USMAN** [**USMAN.367611@2freemail.com**](mailto:USMAN.367611@2freemail.com)



## VISA DETAILS

UAE Visit Visa:

May 02, 2017 to July 27, 2017.

## TECHNICAL SKILLS

***Expert of:***

SPSS

Quick Books Peachtree Tally ERP 9 SEO

SMM

Advance Excel MS Office

## LANGUAGES SKILLS

English Urdu Punjabi

# PROFILE SUMMERY

A young, energetic, self‐motivated and hardworking individual with over 3 years of work experience and *16* years education with specialization in Economics. Looking for challenging, creative, tough and respectable profession so that I can effectively and efficiently utilize my skills, knowledge, experience and enhance them to become a master of my field and help others to become prominent on their fields.

# WORK EXPERIENCE

Designation: **Coordinator / Financial Assistant** Organization: **UK Based Islamic School, Islamabad Pakistan.** Duration: **3 Years**

Responsibilities:

**Handled queries regarding invoices, salary and invoice database maintenance (Bonuses, compensation record, and deposit collection).**

**Act as a single point of contact for clients based in USA, Canada, UK, Denmark and answering their queries. Coordinate with the Head Office in UK to give regular updates on invoices and maintain database of clients in order to take part in policy making.**

**Solely responsible for sourcing candidates, interviewing, salary negotiations in branch office, Islamabad.**

Designation: **Intern**

Company: **Pakistan Telecommunication Company Ltd** Location: **PTCL Head Quarter, G‐8/4 Islamabad, Pakistan.** Tenure: **3 Months**

# ACADEMIC CREDENTIALS

Master of Science (M.Sc.) in Economics

University: **Federal Urdu University (FUUAST), Pakistan.**

CGPA: **3.55**

Passing Year: **2016**

Bachelor in In Commerce ‐ *B.Com*

University: **University of the Punjab, Pakistan.**

Division: **2nd**

Passing Year: **2014**

Intermediate of Commerce ‐ *I.Com*

Board: **FBISE Islamabad, Pakistan.**

Division: **2nd**

Year: **2007**

Matriculation in Science

Exam Board: **FBISE Islamabad, Pakistan.**

Division: **1st**

Year: **2004**

# CERTIFICATION

Basic Computer Course Spoken English