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 **CURRICULUM VITAE**

**Personal**

Name: Usman

Profile: Male 24, Single

Nationality Pakistani

Qualification Master in Business Administration

Current Location: Dubai

Languages Fluent English, Urdu, Basic Arabic

Email usman.377626@2freemail.com

Voice C/o 971501685421

Visa Visit Visa

**Profile/ Strength & Skills**

A graduate with BBA (Hons) in Accounting and finance from International Islamic University Islamabad, Pakistan.

Objective is to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve company’s goal through professional ethics, sincere commitment and hard work.

KEY SKILLS: Recruitment and selection, Management, Training and Development, Financial statements & reporting, Sage accounts 50, QuickBooks, Taxation, Income statement, General ledger, Accounts payable & receivables, Payroll management & Reconciliation.

**Professional Experience**

**Accounts**  March 2015 — Jan 2018

Umar electric Store Pakistan

* Every responsibility as small business owner, such as, management, financials, and other paperwork.
* Maintaining daily fund position & weekly cash flow.
* Compile and maintain record and bookkeeping.
* Record Bank Payments and Receipt into Sage 50.

**LEARNING**

* Project on challenges faced by private organization in HR department
* Conducted Research on Public transport.
* Interviewed various entrepreneurs for finance research and analysis.
* Organized group visit to nestle company.
* Make a research report on Fauji fertilizer annual report.
* Good knowledge of Microsoft Office (Word, PowerPoint, Excel).

**QUALIFICATION**

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|  **Particulars**  | **Institute** | **Year** |
| Master in Business Administration | Capital University of Science and Technology, Pakistan | 2017 |
| Bachelor in Business Administration  | International Islamic University Islamabad, Pakistan | 2015 |
| Intermediate in Commerce | MA Jinnah college of Commerce Jhelum, Pakistan | 2011 |
| Matric (science) | Saint Thomas High school Jhelum, Pakistan | 2009 |
| MS office  | Computer City Jhelum, Pakistan | 2009 |

**Other Skills**

* Proficient in MS Office applications
* Apt command on **Sage Accounts 50**
* Good communication & presentation skills
* Team player

**References**

Will be furnished on demand