

**Usman *(MBA, BCOM)***

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**Email:** usman.378388@2freemail.com

**Visa Status: Visit**

**Address : Abu Dhabi UAE**

**Career Objective:**

My objective is to work with full sincerity & devotion for the organization, where I can utilize and prove my knowledge, skills, my academic and work experiences efficiently and effectively to achieve goals and attain carrier growth in the organization.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization :** **AlFaiz Travel and Tours**

 **Islamabad, Pakistan**

**Tenure :** July 2014to Jan2018

**Designation :** Accountant /Admin Officer

**Job Description and Responsibilities:**

* Accounting/ Bookkeeping
* Handling of Accounts independently up to the finalization
* Accounts Receivables and Payables Management.
* Preparation of financial records along with periodical reviews and detailed analysis of Financial Statements.
* Prepare monthly account reconciliations of Parties ledgers
* Liaison with banks and handling all banking matters.
* Various business analysis as per management requirements
* To check appropriate tax deductions from invoices and approve online payment proposals
* Monthly closing, accruals, prepayments, depreciation schedules, bank reconciliation, quarterly service fee invoice and checking of proper assets tagging
* Monthly Sales Tax detail and for e-filing and preparation of monthly sales and purchase summaries,
* Office Management and Administrative functions.
* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
* Maintain electronic and hard copy filing system
* Perform data entry and document scanning, Open, sort and distribute incoming correspondence
* Assist in resolving any administrative problems
* Answer calls from customers regarding their inquiries
* Prepare and modify documents including correspondence, reports, drafts, memos and emails
* Schedule and coordinate meetings, appointments and travel arrangements for Managers

**Organization :** **Pak KashmirTraders**

 **PAKISTAN**

**Tenure :** July 2013 – June 2014

**Designations :** General Accountant

**Job Description and Responsibilities:**

* Book keeping
* Monitoring invoicing, payment and recovery
* Preparation of monthly cash flow Statement & forecast
* Maintain Accounts, Inventory and Logistic.
* Preparing salaries, requisition and invoices to customers and vendors.
* Liaison with banks and handling all banking matters. Reconciliation of Parties ledgers.
* Preparation and filing/e- filing of Tax Returns

**ACADEMIC EDUCATION:**

Master in Business Administration

MBA Finance - 2016

Federal Urdu University (FUUAST) Islamabad - Pakistan

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Graduation in Commerce

**B.Com - 2011**

Punjab University Lahore– Pakistan

**STRENGTHS AND SKILLS:**

* Accounting/Bookkeeping
* Cash flow Analysis
* Receivables & Payables management
* Inventory Management
* Management Accounting
* Cost Accounting
* MS Office
* Tally,QuickBook
* Working in Detail
* Multitasking
* Confidentiality
* Flexibility
* Deadline-Oriented
* Good Reporting Skills
* Work Planning & Time Management
* Continuous learning & development
* Good at developing new skills, abilities & knowledge
* Adaptive to culture and values of organization

**COMPUTER SKILLS / CERTIFICATION:**

* 3 Months Internship from **United Bank Limited(UBL)** Pakistan
* Certification of Campus Brand Ambassador of Federal Urdu University

For One Year with Entrepreneurship Development Institute

* Certification of participation of **All Pakistan Start up EXPO 2015** from **EDI**.
* Sound knowledge of Microsoft Office all versions, esp. Microsoft Word,

Excel & Power Point.

* Diploma in **IT Power Base** (ITPB) from NICON.
* Diploma in **English Language Course** from NICON.
* Certification of participation of **Achieving Excellence in an Upside down world** from FUUAST.
* Operating Systems Window **2000, XP, Vista,Seven, 8, 10**. Internet, Email & Web Browsing

**PERSONAL INFORMATION:**

**Marital Status** : Single

**Date of Birth** : July- 10- 1989

**Language** : English, Urdu, Hindi

**Nationality** : Pakistani

**REFERENCE:**

Reference will be furnished on demand.