** Usama**

**Email :** [**usama-394039@2freemail.com**](mailto:usama-394039@2freemail.com)

**Deira, Dubai, U.A.E**

**CAREER OBJECTIVE:**

To acquire a challenging position is an organization itself is always through a process of learning and where people believe vision, team work and mutual respect.

**CAREER PROFILE/SKILLS:**

* **Finance**
* **Reconciliation of transactions**
* **Correspondence controlling**
* **Financial statement analysis**
* **Customer Service**
* **Coordinate & follow up skills**
* **Sales & Merchandising**
* **Teamwork**

**ACADEMIC EDUCATION:**

* Bachelor of Business Administration with specialization in Finance and Accounting (cumulative G.P.A of 2.8) from Northern University, Nowshera. (2014-2018)
* Intermediate in Pre-Engineering with A-grade. (2012-2014)
* Matriculation with A-grade

**PROFESSIONAL WORK EXPERIENCE:**

|  |  |
| --- | --- |
| **Tenure:** | **February 2019 to till date** |
| **Designation:** | **Accountant General** |
| **Responsibilities:** |  |

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.

**Tenure:**

**Designation:**

**November 2018 to February 2019**

**Assistant Accountant**

**Responsibilities:**

* Preparing financial documents such as invoices, bills, and accounts payable and receivable
* Completing purchase orders
* Managing payroll
* Completing financial reports on a regular basis and providing information to the finance team
* Assisting with budgets
* Completing bank reconciliations
* Entering financial information into appropriate software programs
* Managing company ledgers
* Processing business expenses
* Coordinating internal and external audits
* Verifying balances in account books and rectifying discrepancies

**Tenure:**

**Designation:**

**March 2014 to April 2017**

**Administrative Officer**

**Responsibilities:**

* Manage office supplies stock and place orders
* Prepare regular reports on expenses and office budgets
* Maintain and update company databases
* Organize a filing system for important and confidential company documents
* Answer queries by employees and clients
* Update office policies as needed
* Maintain a company calendar and schedule appointments

**COMPUTER SKILLS:**

o **Peach Tree**

o **MS office**

o **Software**

o **Hardware**

o **Tally ERP**

o **Advanced Excel**

**PERSONAL PROFILE:**

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| --- | --- | --- | --- |
| **Date of Birth** | **:** | **02/08/1996** | |
| **Gender** |  | **:** | **Male** |
| **Visa Status** | **:** | **Employment Visa** | |
| **Marital Status** | **:** | **Single** |  |
| **Languages Known** | **:** | **English, Urdu and Hindi** | |

**PASSPORT DETAILS:**

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| --- | --- | --- |
| **Issue Date** | **:** | **24/03/2016** |
| **Expiry Date** | **:** | **23/03/2021** |
| **Nationality** | **:** | **Pakistani** |