



MUHAMMAD USMAN

CONTACT



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Al Rigga Deira, Dubai.

SKILLS

- Microsoft Office
- QuickBooks
- Customer Service
- Data Entry
- PDF Conversion
- Taxation
- Auditing
- Record Keeping
- Typing (30 WPM)

LANGUAGES

- English
- Urdu
- Pashto

PERSONAL INFORMATION

- Nationality: Pakistani
- Date of Birth: 31st March 2000

REFERENCES

- **Syed Muhammad Junaid Shah**
Inventory Clerk
+971 50 899 9511
Orlando Sports LLC, Dubai
- **Syed Tayyab Ali Shah**
Sales Representative
+971 56 844 2407
Orlando Sports LLC, Dubai

PROFESSIONAL SUMMARY

Results-driven professional with a strong background in Accounting, Office Administration, effective Data Management and Customer Service. Proficient in Microsoft Office and QuickBooks. Known for Adaptability, Strong Work Ethic, and a Quick Learning Aptitude. Seeking opportunities to contribute effectively and excel in various roles across diverse industries.

PROFESSIONAL EXPERIENCES

April, 2023 – October, 2023 (6 Months)

Trainee | A Salam Jan & Co | Chartered Accountants | Peshawar, Pakistan

- Maintained comprehensive records of client tax returns and accompanying documentation.
- Assisted in the filing, recording, compilation, and transmission of financial records.

October, 2022 – March, 2023 (5 Months)

Office Assistant | Ali Coaching Academy | Peshawar, Pakistan

- Administered academy's WordPress and WhatsApp Business store, collaborating for tech improvements.
- Managed book orders and coordinated timely delivery.
- Updated online catalog and implemented categorization strategies.
- Handled inquiries, ensuring prompt issue resolution.
- Managed phone calls, messages, and resolved office-related issues.
- Welcomed and assisted office visitors with relevant information.

April, 2016 – September, 2018 (2 Years 5 Months)

Computer Operator | Page Master Services | Peshawar, Pakistan

- Proficient in Microsoft Office and general office procedures.
- Meticulous record-keeping for organized documentation.
- Experienced in guiding customers.
- Conduct quality checks, resolve issues, and offer recommendations.
- Collaborate with the team to find effective solutions.
- Handle customer concerns positively, ensuring satisfaction.
- Accurately process payments, maintain a balanced cash drawer.

CERTIFICATION

March, 2022 to September, 2022 (6 Months)

Computerized Accounting (QuickBooks, Peachtree)

Quaid-e-Azam College of Commerce | University of Peshawar | National Vocational and Technical Training Commission.

EDUCATION

May, 2023

Bachelor Studies in Commerce: Accounting & Finance

Government College of Management Sciences | University of Peshawar.

August, 2019

Diploma in Information Technology

Capital Degree College | Khyber Pakhtunkhwa Board of Technical Education Peshawar.

July, 2018

Diploma in Commerce: Accounting

Capital Degree College | Khyber Pakhtunkhwa Board of Technical Education Peshawar.

June 2016

Secondary School Certificate: Science

Islamia Collegiate School | Board of Intermediate and Secondary Education Peshawar.