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Sunrise Building, Al-Barsha,
Dubai, U.A.E

Education

Bachelor of Business Administration

University of South Asia, Pakistan
2019 - 2023

Computer Science
Punjab College, Pakistan
2013 - 2015

Expertise

MS Office Accounts

Handling Process

Improvement

Negotiation Skills

Supply Chain Optimization

Logistics Coordination

Critical Thinking

Communication Skills

USAMA TAREEN

Logistics, Management, Sales

Profile

A hardworking, efficient and organized in management, accounts , logistic & supply chain, focused and disciplined manager, assistant who has short but blooming track of developing strategies. Highly Motivated, Highly Trustworthy..

Work Experience

Apr
2020
-
Present

Homes Partner Real Estate, Dubai

Broker

- Managed the marketing of various projects in collaboration with different developers and clients.
- Generated leads and successfully acquired clients on behalf of developers to promote their projects.
- Implemented targeted marketing strategies to engage property dealers and attract potential clients.
- Established and nurtured trust with clients, fostering long-term relationships and encouraging repeat business."

Oct
2023
-
Apr
2024

Dolphin Fin Garage, Dubai

Account & Garage Management

- Proficient in financial statement preparation, budgeting. Skilled in analyzing financial data.
- Experienced in inventory control, scheduling repairs, and ensuring excellent customer service.
- Proficient in managing personnel and utilizing automotive diagnostic tools.

Jan
2023
-
Aug
2023

Moon Dairies (Own Dairy Setup), Pakistan

Manager

- Proficient in financial statement preparation, budgeting. Skilled in analyzing financial data.
- Experienced in inventory control, scheduling repairs, and ensuring excellent customer service.
- Proficient in managing personnel and utilizing automotive diagnostic tools.

Team Leading

Management Skills

Service Focused

Decision Making Administration

Handled a variety of administrative and clerical duties

Language

English

Urdu / Hindi

Jan
2020
-
Dec
2022

Macbi Industries, Pakistan

Assistant Supply Chain Manager

- Managed inventory and SKU optimization for the company.
- Strategically managed logistics and supplies to minimize costs by fostering relationships with local transporters.
- Conducted marketing activities to generate leads and acquire clients from property dealers.
- Built and maintained trust with clients, ensuring long-term relationships and customer satisfaction.
- Handling the operations of imports and to ensure effective handling of all supplier and freight forwarders.
- Coordinating among the Buyer-Supplier for all shipments and to ensure timely delivery of all shipments.
- Barcode checking and confirmation.
- Coordinating with Supply Chain and Warehouse to keep appropriate and accurate inventories.

Jan
2018
-
Aug
2019

Havelian Marketing, Pakistan

Sales Executive

- Marketed various projects including Grand City, Model City, and City Housing to potential clients.
- Generated leads and acquired clients from property dealers to effectively promote projects.
- Conducted marketing activities to generate leads and acquire clients from property dealers.
- Cultivated trust with clients to facilitate long-term relationships and repeat business.

Jun
2017
-
Dec
2017

HIMS Technology, Pakistan

Floor Supervisor

- We use to generate leads for health insurance company based in USA as Medicare health insurance. B2B and B2C both were included during process. we use to satisfy our client for a long term relationship.