

USMAN ALI



Personal Information

Father's Name : Naik Khan
C.N.I.C : 15401-1491650-5
Nationality : Pakistani.
Religion : Islam
Marital Status : Single
Date of Birth : 23/03/1996
Passport No. : TR1816502
Visa Status : Visit Visa

Contact

Address:

Street no 23B near Hor Al Anz
community playground Deira Dubai.

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Email:

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Languages

English
Urdu
Pashto

Interest & Activities

Traveling
Study of Books
Badminton, Football

SUMMARY

Attentive supervisor with years of experience mentoring high-quality talent. Qualified in team management, continuously evaluating sales performance. Maintain accountability and oversee inventory management. Consistently promote superior standards of customer service by training team members to effectively address customer concerns and communicate with diplomacy and tactfully.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Service-focused
- Innovative
- Positive Attitude

Experience

Assistant Manager- 09/2020 to 09/2023

Total Parco (Shergarh Filling Station) Shergarh Mardan Pakistan

- Handle customer complaints by following company procedures, protocols, and regulations.
- Inspect premises to ensure that all security checks were in place, and following regulations.
- Handle cash management activities, notifying managers of any problems or discrepancies.

Admin & Finance Assistant - 06/2019 to 03/2020

Society for Human and Environmental Development (SHED) Pakistan

- Solid experience in implementing office policies and procedures.
- In-depth working knowledge of relevant computer applications.
- Proven ability to work independently, handle multiple projects and meet tight deadlines.
- Supervised billing, collections, payrolls, and budgeting functions.
- Maintain employee statements of work and contract letters of agreements.
- Maintain balance sheet and income statement for 120+ employee.

Education

Bachelor of Science: **Mathematics** - 2017

University of Malakand, Pakistan

Certifications

SIRA-Security Guard, Physical Fitness, BLS, BFS and POD

**MS Windows, MS Office Word, Excel,
Microsoft Money**