



Muhammad usman
Assistant Accountant

CONTACT

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LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Hindi (Fluent)
- Arabic (Beginner)

EDUCATION

- Leads university Lahore
- BS Computer Science
- Govt Degree College Narowal
- ICS
- GOVT High School Narowal
- Matric

INTERPERSONAL SKILLS

- Leadership
- Active Listening
- Negotiation
- Presentation Skills
- Responsibility
- Dependability
- Motivation

COMPUTER SKILLS

- Microsoft office
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PERSONAL INFORMATION

Date of Birth – 02.10.1991
Passport No – AC4949882
Religion – Muslim
Nationality – Pakistan
Marital Status – Married
Visa Status – Employment Visa

CAREER OBJECTIVE

My goal is to effectively organize and coordinate all logistical operations across the entire supply chain. Equipped with comprehensive strategic planning and executive managerial skills, I am positive that this objective can be achieved.

SUMMARY

Experience in Logistics disciplines at in UAE Seeking for a job to pursue a highly rewarding career and healthy work environment where I can utilize my skills and knowledge efficiency for the organizational growth.

WORK HISTORY

➤ **PRO**

One-year experience

➤ **Assistant accountant**

One-year experience

➤ **Light vehicle licence**

Three years' experience in UAE

➤ **Cashier 2020-2022**

Two-year experience

- Manage transactions with customers using cash registers.
- Provides a positive customer experience with fair, friendly, and courteous service.
- Maintains a safe and clean working environment by complying with procedures, Rules and regulations.
- Itemizes and totals purchases by recording prices, departments, taxable and term; and operating a cash register.
- Issue receipts, refunds, change or tickets.
- Cash Collection, Maintaining Records

➤ **Document controller**

CARS 4 U FZCO (JAN'S GROUP), RAS AL KHOR, DUBAI

2018-To -2020

- Dubai Trade, Mirsal II
- Import & Export Document
- Container & RoRo cars Clearance
- Check for accuracy and edit files, like contracts
- File documents in physical and digital records, Create templates for future use
- Maintain confidentiality around sensitive information and terms of agreement

DECLARATION

- I hereby declare that the above particulars of facts and information stated are true, correct, and complete to the best of my belief and knowledge.