

MUHAMMAD USMAN ALI

Street No.3 tower wali, ghani akbar town,
Chishtian District Bahawal Nagar
Punjab - Pakistan
Cell # +92-3017918654
Email: usmanali2287@gmail.com

CAREER OBJECTIVE

- To contribute towards growth and development of a dynamic organization, develop and implement modern business strategies, integrating information technology with financial, auditing and accounting systems.

CORE COMPETENCIES & ATTRIBUTES

- Ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadline schedules.
- Effectively communicates direction and commits people to action.
- Able to work under pressure with or without supervision
- Quickly adaptable to new work environments
- Ability to work as a progressive team member, with flexible attitude, for assigned tasks
- Having strong analytical and interpersonal communication skills
- Recognized for reliability, responsibility, work and professional ethics

SKILLS SUMMARY

- | | | |
|--|--------------------------------------|---------------------------------------|
| ▪ Project Management | ▪ Urdu Typing Speed | 25WPM |
| ▪ Accounting & Book keeping | ▪ General Office Skills | |
| ▪ Team leadership & Human Resource Development | ▪ Salary making, account maintenance | |
| ▪ English Typing Speed | 80WPM | ▪ Manage documents, files maintenance |

WORK EXPERIENCE

- Working as a Assistant Sales Manager in Aasheyana.com Haroonabad from (September-2023 to Continue).
- Working as a Sales executive officer in Mepal Leaf Cement factory (HD Wall putty) Chishtian from (March-2022 to June-2023).
- Working as a Sales officer in Diomand paints Chishtian from (March-2021 to February-2022).
- Working as a Accountant in Khayaban Packages Faisalabad from (September-2015 to February-2020).
- Working as a Sales and Credit Officer in Dawlance Chishtian from August-2012 to August-2015).
- Internship with Habib Bank Limited Grain Market Chishtian from (May-2011 to July-2012).

ACADEMIC QUALIFICATION

- (2021) Master of Business Administrator (M.B.A.)
VIRTUAL UNIVERSITY, PAKISTAN
- (2011) Bachelor of Commerce (B. Com.)
ISLAMIA UNIVERSITY, BAHAWALPUR, PAKISTAN
- (2007) Faculty of Science (F.A)
BOARD OF INTERMEDIATE & SECONDARY EDUCATION, BAHAWALPUR, PAKISTAN
- (2004) Matriculation (Science)
BOARD OF INTERMEDIATE & SECONDARY EDUCATION, BAHAWALPUR, PAKISTAN

COURSES & DIPLOMAS

- MS Office and Accounting Software's
- 6 months experience of Pinnacle Software

COMPUTER PROFICIENCY

Having *advanced knowledge* and *well versed* with the latest versions of the following:

- | | |
|----------------------|--------------------|
| ☞ Microsoft Office | ☞ Internet/E-Mails |
| ☞ 3D Home (Auto CAD) | ☞ Adobe Photoshop |
| ☞ Pinnacle Software | |

Good working knowledge of **various accounting software's**, Specifically, *Oracle based software's* that are being used in various organizations and having excellent Knowledge of working in a **PC based environment**.

INTERESTS & EXTRA CURRICULAR ACTIVITIES

- | | |
|-------------------|-------------------------------|
| ▪ Traveling | ▪ Computers/ Internet Surfing |
| ▪ Reading | ▪ Music |
| ▪ Playing cricket | |

PERSONAL DETAIL

Father Name:	Muhammad Munir Khalid
Domicile:	Bahawal Nagar, Punjab
Marital Status:	Married
Present Location:	Chishtian, Pakistan
Nationality:	Pakistani
Religion:	Islam
Languages:	Fluent In English, Urdu and Punjabi

REFERENCES

Reference would be furnished, when desired.