




MUHAMMAD USMAN




 Male

 23-02-1985

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 R-50, Marina Garden, Jama Milia
Road, Malir Karachi.

SKILLS

• Languages

English, Urdu

• Computer

Word, Excel, Powerpoint, Access, Corel
Draw X3 and other software packages.

• Letter drafting, editing

Having excellent knowledge about
different operational fields and have
sharp skills of writing formal letters to
government/ semi government &
Private organizations.
Overall excellent use of words while
writing.

HONORS & AWARDS

2015: Managed an annual budget of
\$400,000 for a period of 7 years.

2021: Appreciation letter for FBR 10th
Annual Audit completion.

EDUCATION

• Graduation.

B.B.A. In Year 2005 From
AIOU F.B. Area Karachi. July 2003 - June 2005
--- GPA.2.7

• HSC/ Diploma

D.B.A From CTSI Institute F.B.
Area Karachi. Mar 2001 - Mar 2003
--- Grade "B"

WORK EXPERIENCE

• M/S: Habib & Sons

Accounts & Procurement Manager 2007 - Now

Roles & Responsibilities:

- Compiling the data and prepare the financial statement of the company.
- Maintain complete Sales and Purchase record by updating receivables and • payable and follow up with the clients and vendors. Participating in to the tenders and complete all documentation process related to tenders and Contracts.
- Calculating the cost of projects and preparing Financial and Technical Offers for tenders.
- Conducting sales tax audit and meetings with Regional Tax Officer, Prepares necessary documents related to sales/ purchase/ stock & monthly sales tax summary, and immediate reply to all notices from Income Tax/ sales tax Officers.
- Handling cheque, cash and bank accounts of the company with complete bank reconciliation.
- Raw material procurement (Steel sheets, Aluminum channels, Nut bolts & arrangement of other requirements)
- Leading a team of 4 Accounts officer and 4 Procurement officer and managing the operations smoothly & before the deadlines.
- Verifying the Monthly sales tax return and handle the tax input/ output, Purchase and consumption methods.
- Maintain payroll.

CERTIFICATIONS

2014: Corel Draw X-3 Graphic suit from CTSI.

Microsoft Office from CTSI.

Networking internship in Year 2005 from Cybernet.

INTERESTS

Science & Technology/

Alternative energy.

Singing.

Pets specially birds.

- Verifying Invoices, Delivery notes, Purchase Orders and other business letters.
- Collects daily report from account officers of Payment Voucher for every payment done and Receipt Voucher for every collection received from the clients.
- Verify the purchases made by the company against every purchase order.
- Troubleshooting in technical, Electrical and other matters.

- **Dreamworld Limited (Dreamworld Resort and amusements)**

Marketing Executive

2006 - 2007

Roles & Responsibilities:

- Customer prospect profile maintenance.
 - Identifying the specific needs of clients and Prepare proposals and consult on solutions.
 - Customer service and account development.
 - Participation in marketing programs and events.
 - Report to management on customer relationships, pipeline, forecasts and new prospects.
 - Develop relationships with customers through the use of database, phone calls, personal activities, events and various other methods.
- experience detail