

OBJECTIVE: To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

USAMA EDHI

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Address: Flat no.405 ,4th Floor,
Alpha Arcade Amil Colony, Jamshed
road No 1 Karachi

Skill Highlights

- MS Office (excellent command)
- Quick books
- Complex problem solver
- Creative design
- Innovative
- Service-focused
- Online Stocks Trading in PSX
- Analysis of Forex and Crypto market

Languages

Urdu – Excellent Level
English – Excellent Level
Memni – Excellent Level

Experience

08/2022 till now

Accounts officer at Meskay & Femtee Trading Company (Pvt) Ltd

- Process accounts payable and receivable
- Generate financial reports for review regulatory authorities
- Resolving accounts to the general ledger
- Preparing the budget as well as financial reports
- Compliance with IFRS and IAS

11/2021 to 08/2022

Billing Executive at Qamar Al Madina

- Generating Invoices of Chinese, B2B and Corporate clients.
- Generate and sending the invoices of Qam Medical Centre i.e., Dubai Patients on email individually.

01/2013 to 11/2020

CEO at Online Mania

- Monitoring company activities and ensuring the business operates within guidelines.
- Creation of a long term strategic and financial plan.
- Providing strategic analysis, forecasts and projections to the business.
- Maintain oversight of the business plan, financial performance and risk factors

12/2020 to 09/2021

Sales Representative at Galaxy Communication

- Advised customers about the new models and assisted the customer in determining which cell phone is suitable to their needs.
- Quoted prices and credit terms and prepared sales contracts for orders obtained.

Internee – Tax dept. at Adeel Ghani Associates

- Submit Returns, E-filling, Book Keeping etc. including Sales Tax and Income Tax.

Education

S.no.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
5	CFA LEVEL 1 process	Mirchawala	Finance	2016
4	ACCA (7 Yrs Cleared)	CAMS	Finance	2012
3	Bachelors of Commerce	University of Karachi	Commerce	2022
2	Intermediate	NCR CET COLLEGE	Pre-Engineering	2010
1	SSC	K.M.A Boys Secondary School	Science	2008

Certifications

- Certificate of Graphic Designing from KMA Boys Secondary School.
- Certificate of Microsoft Office from KMA Boys Secondary School.
- Certificate in Computer Hardware and Installation from KMA Boys Secondary School.

Personal Information

Father Name : Mohammad Yasin
 Date Of Birth : October 24th, 1991
 Languages : English, Urdu, Memoni
 Marital Status : Married
 Religion : Islam
 Nationality : Pakistani