

OSAMA HAMID

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Address: House # A-122, Sector 15/A-5, Buffer Zone, North Nazimabad Town, Karachi.

Objective:

Dedicated and disciplined professional with entrepreneurial capabilities, seeking a position within a dynamic team to contribute expertise in trade accounts optimization, processing, and disputes resolution. Aim to achieve corporate objectives while fostering personal growth within a challenging work environment.

Professional Experience:

TRADERS GLOBAL GENERATION

ASSOCIATE PROCESSING

May'23– Present

➤ **Trades Accounts Optimization:**

Streamlined and optimized trading accounts to enhance efficiency and minimize risks.

➤ **Trades Accounts Processing:**

Executed and managed the processing of trading accounts, ensuring accuracy and compliance.

➤ **Disputes Evidence Collection:**

Gathered and compiled evidence for trade disputes, maintaining a comprehensive documentation system.

➤ **Disputes Evidence Verification:**

Conducted thorough verification processes to validate evidence in trade disputes, ensuring accuracy and fairness.

LEVEL3BOS (PVT.) LTD. – PAKISTAN

SUPPLY CHAIN EXECUTIVE

Jan'23 – May'23

Inventory Purchases:

Oversaw procurement activities, including negotiating with suppliers and managing inventory purchases.

Inventory Payments:

Handled financial transactions related to inventory, ensuring timely and accurate payments.

Receiving Shipments:

Managed the receiving process for shipments, ensuring accurate inventory counts and quality control.

Return Merchandise Authority:

Implemented and managed the Return Merchandise Authority (RMA) process for defective or unwanted goods.

High-End Inventory:

Specialized in the management of high-value and high-demand inventory items.

RMA Devices:

Coordinated the return and replacement of devices under the Return Merchandise Authority policy.

FINANCE EXECUTIVE

Oct' 20 – Dec'22

Daily Sales Report:

Generated and analyzed daily sales reports, utilizing Excel for accurate financial insights.

Vendor Rebate Report:

Maintained Vendor Rebate Report functions and executed Product Detail Report operations using RQ4.

Bank Statement Analysis:

Analyzed and maintained records of daily bank statements, ensuring financial transparency.

Online Transaction & Transfer Verification:

Verified online transactions and transfers, implementing secure and efficient financial processes.

KAIM KHANI CONTRACTORS & ENGINEERING.

~ HEAD OFFICE

ASSISTANT ACCOUNT'S MANGER

Dec'19 – Sep'20

Project Bookkeeping:

Managed daily project bookkeeping, ensuring accurate documentation and financial record-keeping.

Payroll Functions:

Oversaw payroll functions and prepared ledger and sub-ledger sheets for comprehensive financial tracking.

General Vouchers and Invoices:

Prepared general vouchers and invoices, maintaining a systematic and organized financial record.

Verification Process:

Conducted thorough verification processes for financial transactions, ensuring accuracy and compliance.

Financial Database Management:

Controlled and analyzed financial data through a comprehensive Database Management System.

~ PROJECT: ASF CITY

ACCOUNTANT

July'18 – Nov'19

Record Operations:

Recorded daily operational transactions for the ASF City project.

Stock & Inventory Management:

Managed stock and inventory, ensuring accurate tracking and optimal levels.

Reconcile Ledger:

Reconciled ledgers to maintain accurate financial records.

General Vouchers and Invoices:

Prepared general vouchers and invoices for project-related financial activities.

Financial Data Manipulation:

Manipulated financial data to derive meaningful insights for decision-making.

ZENITH ENGINEERING & CONSTRUCTION

ASSISSTANT FINANCE OFFICER

Feb'16 – Mar'18

- Maintained accurate records for all daily financial transactions.
- Prepared comprehensive financial statements for the organization.
- Managed accounts payable and accounts receivable processes.
- Updated internal systems with financial data to ensure real-time accuracy.
- Reconciled bank statements for financial accuracy.
- Participated in financial audits and performed budget, cost, and price analysis.
- Tracked bank deposits and payments for financial transparency.
- Reviewed and implemented financial policies for improved financial governance.

SYNGENTA

Intern - Finance Department

Dec'15 – Feb'16

- Conducted analysis for the farming segment, specifically focusing on crops and seeds.
- Maintained and analyzed financial data for the farming segment.
- Implemented actual costing methodologies for accurate financial assessments.
- Assisted in the analysis and management of recoverable breakup costs.
- Processed and managed invoices for the farming segment.

Achievements

IQRA UNIVERSITY - Express Education and Career Expo

June '15

- Competitions in various categories were being conducted in which more than 25 Universities all over Pakistan participated.
- The competitions enabled the students to check their potential. Students of Iqra University North Campus participated in Ad Campaign competition, they secured 3rd position.

Commissioner Youth Team (Volunteer)

FPCCI - Federation of Pakistan Chambers of Commerce & Industry

Dates Employed Jun'14 – Jan'15 | Location opp. park tower, Karachi

Responsibilities

- Plan organizing the event on the topic as known as SME's well-structured programmed.
- Already established school for poor children, I work there.

IUNC SCM SOCIETY

IQRA UNIVERSITY – Workshop on Supply Chain Management

Dec '13

- Attend and debate SCM: A Weapon to Survive in 21st Century at Campus.
- Asst. Professor **SOHAIL MAJEED** ~ Seminar Coordinator
- Director Academics **SALMAN ABBASI**

QMF Aviation, PIA Services.

Aviation, Grooming, & Orientation

I have gone to and effectively finished this course by instructor **Somal Naz**, prepared to serve as appearance and faultless conduct with eagerness.

Academic Qualification:

Qualification	Faculty	Board / University
BBA	Honor's	Iqra University.
Intermediate	Commerce	Board of Intermediate Education Karachi.
Matriculation	Science	Board of Secondary Education Karachi.

Skills:

- MS Office (Word, Excel, PowerPoint)
- Internet browsing etc.
- Time Management/Analytical.
- Computer and Technical Literacy.
- Interpersonal Skills/Team Worker.
- Profile Optimization.
- Accounts Management.
- Financial Advisory.
- Consultancy
- Trading of Goods.
- Planner (Event Organizer)
- Cost Analysis
- Procurement

Personal Information:

- Father's Name Hamid Zafar
- Date of birth 11th November 1989
- CNIC 42101-8805379-1
- Religion Islam
- Place of Birth Jeddah
- Marital Status Married
- Nationality Pakistani

References:

Reference will be provided on request.