



MUHAMMAD USAMA

About Me

Detail-oriented and results-driven finance and computer operations professional with amazing years of experience in managing financial data, systems operations, and business analysis. Proficient in preparing financial statements, budgeting, and forecasting, with a strong understanding of accounting principles. Skilled in using financial software (e.g., SAP, QuickBooks) and MS Excel to ensure accuracy and efficiency in financial reporting. Experienced in operating and troubleshooting computer systems, performing regular backups, and ensuring smooth system functionality. Adept at data entry, system monitoring, and supporting cross-functional teams to drive organizational success.

Contact



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Dhoop sari chak No 78 RB tehsil safdarabad

Education

● Matric science group

● Intermediate

● Bachelor of Science (BSc)

● Pharmacy Technician

Skills

- Financial Reporting
- Budgeting & Forecasting
- Financial Analysis
- Accounting Principles
- Taxation & Compliance
- Balance Sheet Preparation
- Financial Audits & Reconciliation
- Variance Analysis
- System Monitoring & Troubleshooting
- Data Entry & Processing
- Database Management (e.g., SQL, Oracle)
- Software Proficiency (e.g., MS Excel, SAP, QuickBooks)
- Backup & Recovery Procedures
- Critical Thinking

Experience

● Finance

- Managed financial planning and analysis, including budgeting, forecasting, and variance analysis, to support strategic decision-making and ensure alignment with business objectives.

● Computer operator

- Monitored system performance and generated regular reports, assisting in data entry, processing, and updating databases to ensure accuracy and efficiency.

● Marketing

- Developed and executed targeted marketing campaigns across digital and traditional channels, increasing brand awareness by [X]% and generating qualified leads.

● Accounting management

- Led the preparation and analysis of monthly financial statements, ensuring accuracy and compliance with accounting standards, and reducing reporting errors.

● Medical Pharmacy

- Dispensed prescribed medications and provided professional advice to patients on drug interactions, dosage, and side effects, ensuring accurate medication management and high levels of customer satisfaction.

Language

English



Urdu



Punjabi



Arabic



Personal Details

- Father Name Muhammad Faryad Ali
- CNIC 3540340595139
- Marital Status Single
- Religion Muslim
- Domicile District Sheikhpura
- DOB 13,12,2000

Reference

Available Upon Request