

Muhammad Usman

WORK EXPERIENCE

Data Entry

PAN KINGDOM POWER CO.LTD PPCO | Saudi Arabia KSA

- Accurately and efficiently inputting data into computer systems
- Attention to detail in reviewing data for accuracy and completeness
- Proficiency in relevant software and programs
- Maintaining confidentiality and prioritizing data security

Data Entry, SM Handling **Shipex Express** | Saudi Arabia KSA

- Social Media daily base posts, daily post designs
- Attention to detail in reviewing data for accuracy and completeness
- Connect with customers and view daily emails and comments on social media
- Proficiency in relevant software and programs

Warehouse operation Manager

Shipex Logistics | Saudi Arabia KSA

- Focused service of Logistics, Transportation, Contract warehousing, Freight
- Forwarding, and Commercial Cargo. And Supply chain Management and moving
- products from factories to warehouses, Seaports, and Airports between facilities and distributors.

Social Media Assistant, Manager

Friends Café & Restaurant | Ajman UAE

- Increased customer satisfaction by offering friendly, helpful and informative customer service. Reduced call waiting times by managing 30% more inbound calls than company average. Helped teams reach ambitious sales objectives with multi-channel marketing campaigns. Wrote copy for advertisements, email communications and media used in advertising.

Assistant Manager, Data Entry

Recruiting Bees | Lahore

- Uploaded files and entered data into records management system.
- Collated client feedback, delivering information to management for corrective action.
- Organized files, faxed reports and scanned documents into document management system.
- Worked with Microsoft Word and Google Docs to complete word processing tasks.
- Scanned and photocopied documents for office team members.

Data Entry **Medical Insurance**

company | Lahore

- Created and maintained spreadsheets using Excel.
- Identified errors in data entry and related issues, reporting to supervisors for resolution.
- Organized billing and invoice data and generated revenue reports for controllers.
- Compiled and documented statistical information for weekly reports.
- Completed data cleaning tasks for research projects.

Social Media. & Website Handling

Developed Methods Construction Company | KSA

- **Managing Multiple Social Media Platforms:** Overseeing all social media platforms of the company, including Facebook, Twitter, Instagram, and YouTube.
- **Scheduling Content:** Managing content posting schedules, utilizing social media management tools
- **Paid Advertising Campaigns:** Creating, managing, and optimizing paid advertising campaigns on social media platforms.
- **Market Research and Competitor Analysis:** Conducting market and competitor research, identifying the latest trends in social media to ensure the company or brand stays at the forefront.

CONTACT ME

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EDUCATION

F.sc Pre Eng

Islamia College Civil Lines
2018

SKILLS

Microsoft Office

Computer skills advanced level

SEO (Search Engine Optimization) -

All Social Media

Social Media Handling

Email Marketing

Lead Generation

SM Post Designing

Typing Speed 60 Wpm

Website Designer

Data Scrapping

Campaign run - All Social Media

Social Media Marketing

Web Browsing 90%

Blogging

GMB

Teamwork

Creativity

Problem Solving

INTEREST

Travel
Volunteering
Reading Books
Music
Calligraphy
Blogging
Photography

Lenzo Arabia I KSA

- Website handling & Campaign run
- I have experience working independently and with a team on various social media marketing campaigns

Supervisor

United Clouds Col KSA

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job results.
- Conducts training.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.

LANGUAGE

Arabic
Urdu, English

REFERENCES

Will be provided on demand.