



CAREER OBJECTIVE

To secure a position in a dynamic and progressive organization that offers versatile opportunities for comprehensive career building, growth and skills development in a challenging and innovative environment with an objective to constructively contribute toward the goals of the organization and to proficiently apply my knowledge, skills and abilities which I have gained through my education and experience.

USAMA MUHAMMAD

ACCOUNTS MANAGER



Phone

+92336-9084641

+92308-5909699



Email

usama11uop@gmail.com



Address

Street # 01 Aysha Market Phase 4-A
Ghouri Town Islamabad

PERSONAL INFORMATION

F/NAME

MUHAMMAD ISRAFEEL

DATE OF BIRTH

09, SEP, 1998

CNIC#

14101-1755346-1

NATIONALITY

PAKISTANI

EXPERTISE

- Management Skills
- Time Management
- Handling Multi Task
- Data Entry Management
- Fast Learner
- Team Supervision
- Microsoft office (Excel, Word & PowerPoint)
- Bookkeeping
- Financial Statements
- QuickBooks Online
- Zoho Books
- MSK Financial
- Peachtree
- Trader Assistant

EDUCATION

SEP 2016
NOV 2020

BS. COMMERCE

INSTITUTE:

University of Peshawar

Specialization:

Accounting & Finance

AUG 2014
MAY 2016

FSC

INSTITUTE:

Hangu Institute of Science & Technology

Subject:

Pre-Engineering

APR 2012
JUN 2014

MATRICULATION

INSTITUTE:

Hassan Learning Academy

Subject:

Computer Science

WORK EXPERIENCE

NOV 2023
STILL WORKING

ACCOUNTS EXECUTIVE

TECH MICRO USA INC



Responsibilities:

- Use Bookkeeping Software (QuickBooks Online), Spreadsheets and other databases to post up-to-date financial transactions
- Handling Accounts Payable & Receivables.
- Generate or Pay Invoices for Credit Card Bills or Inventory Orders.
- Manage Monthly & Yearly Closing.
- Maintain and Monitor Financial Records for accuracy.
- Reconcile or Report any Discrepancies in Financial Reports.

LANGUAGE SKILLS



INTERESTS

- Cricket
- Hiking
- Travelling
- Typing

OCT 2022
OCT 2023

FINANCE MANAGER (PART TIME)

ISLOO TECH

Responsibilities:

- Bookkeeping of all Accounting Transactions.
- Preparing Monthly Payroll and Transfer through Online Banking.
- Preparing Monthly Profit & Loss, Balance Sheet.
- Maintain Directors Ledger.
- Handling Receivables & Payables.
- Dealing with Tax Consultant Regarding Tax Related Issues.



OCT 2022
OCT 2023

ACCOUNTS MANAGER

AUTOLINK INTERNATIONAL

Responsibilities:

- Supervising & Managing Accounts Team.
- Handling Receivables and Payables.
- Preparing Monthly Report of Receivables & Payables.
- Internal Audit of all Expenses & Other Transactions.
- Handling All Directors other Income & Expenses.
- Dealing with Tax Consultant Regarding Tax Related Issues.
- Any other Tasks Assigned by Management.



NOV 2021
OCT 2022

ACCOUNTS OFFICER

COSMO PRO PVT LTD

Responsibilities:

- Handle Procurement of All Packing Materials for Products.
- Correspondence with Vendors.
- Handle Vendors Bill & Payment Record.
- Preparing Monthly Payroll (Labors & all other Employees).
- Preparing Daily & Monthly Sale Report.
- Bookkeeping.
- Handle all Petty Cash Expense.
- Preparing Voucher for Petty Expense.
- Handle all Sale Order of Outstation Customer.
- Any other Tasks Assigned by Management.



JAN 2021
NOV 2021

ADMIN ACCOUNTS & FINANCE MANAGER

SSO TECHNOLOGIES PVT LTD

Responsibilities:

- Bookkeeping
- Handling All Business Transaction.
- Handling All Expense and Petty Cash.
- Preparing Monthly Report of Expenses.
- Correspondence with Suppliers.
- Correspondence with bank about Making CDR for Tender and Payment.
- Correspondence with Tax Consultant for Sale Tax and Income Tax Return.
- Preparing Monthly Record for Tax Consultant.



DEC 2020
JAN 2021

ACCOUNTS INTERNEE

UNITE & GROW

Responsibilities:

- Preparing Salary Sheet.
- Preparing Expense Sheet.
- Preparing Quotations.

