

Usama Tariq

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Professional Summary

Organized versatile and focused finance professional with an experience of 4+ years in financial analysis. Skilled in budgeting, forecasting and developing financial models along with an understanding of programming language like Python & R. Proficient in managing multiple tasks and scheduling people and resources. Strong sense of delivering high quality services. Elite level analytical & technical skills with a knack of goal accomplishment mindset. Advanced interpersonal skills and the ability to tailor communication to all levels of an organization.

Education

- Bachelor in Business Administration (Finance) | NUML University, Islamabad | 2020-2022
- B.A, Associate Degree Program (University of Sargodha) 2018 – 2019
- Intermediate (Pre Engineering) 2015-2017, Grafton College for Boys Jhelum.
- Matriculation, F.G Boys Public School Jhelum Cantt.

Work Experience

Freelancer | Up work | Dec 2019- Jun 2021

- Provided services on freelancing platform as a budgeting and bookkeeping executive.
- Completed multiple financial modelling design projects for clients and obtained 5-star reviews.
- Provided services regarding investment planning to different clients and obtained 5-star ratings.

Accounts Associate | OGDCL Pakistan | July 2021- Oct 2021

- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Monitored teams while handling day-to-day accounting processes and financial transactions.

Accounts Manager | Al-Furqan Builders | Nov 2021- Jun 2022

- Increased customer satisfaction by resolving communication gaps.
- Participated in team-building activities to enhance working relationships.
- Worked closely with both buyer and supplier to maintain optimum levels of communication to effectively and efficiently complete projects.
- Offered friendly and efficient service to all customers, handled challenging situations with ease.
- Identified issues, analyzed information and provided solutions to problems.

Virtual Assistant Online | Heaven Learning Academy| Feb 2023- Jan 2024

- Performed data entry job along with scheduling and calendar management.
- Worked as a social media manager to enhance organizations presence.
- Worked closely with director and head teacher to maintain optimum levels of research.
- Offered friendly and efficient service to all customers, handled challenging situations efficiently along with good customer support by answering calls and emails responses.
- Provided bookkeeping services to the organization using accounting software like QuickBooks and Xero.

Skills

- **Computer Skills:** Microsoft Office, Coding Languages (Python, R).
- **Technical Skills:** FBR Iris, QuickBooks, Xero, Data Analysis with Advance Excel, Financial Modelling and Valuation, Financial Statements Preparation, Power Bi.
- **Professional/ Social Skills:** Communication Skills, Teamwork and Relationship Building, Adaptability, Problem Solving Skills, Project Management, Attention to detail, Customer relationship management, Financial Management.
- **Languages:** Fluent in speaking reading and writing English, Urdu and Punjabi.

Key Professional Certifications

- **Persuing CFA Level 1 Exam.**