



Hafiz Muhammad Usman Rashid

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Objective

To obtain a challenging position in a reputable organization where I can utilize my education, skills, and experience to contribute to organizational success while enhancing my professional growth.

Education

- Federal Urdu University of Arts, Science and technology, Islamabad** 2019
Bachelor in Commerce
C+
- Punjab College of Information technology, Rawalpindi** 2013
Intermediate in Computer Science
B
- F.G.School for Boys I-9/4, Islamabad** 2011
Matric
C

Experience

- NCRI pvt ltd** dec 2023 - dec 2024
Recovery Officer
 - Implemented effective recovery strategies to minimize outstanding dues.
 - Maintained accurate recovery records and prepared periodic performance reports.
 - Worked with legal teams for debt recovery processes when required.
 - Analyzed customer accounts to identify payment patterns and opportunities for improvement.
 - Enhanced communication and negotiation strategies to improve recovery rates.
- Good Market Cash&Carry, Islamabad** dec 2020 - dec 2022
Data Entry Accountant
 - Recorded all vendor invoices accurately on Cube Accounting Software on a daily basis.
 - Maintained proper records of daily write-offs in the accounting system.
 - Deposited all company cash collections in the bank on a daily basis and ensured proper documentation.
 - Prepared and updated the daily fruit rate list for management reference.
 - Organized and filed all payable and receivable invoices in separate files daily for easy tracking and audit readiness.