



Usman Hayyat

To work and grow with a prestigious organization that offers growth opportunity, where the efficient and hard-working people with vision are mattered and where the talent is considered as a competitive edge over competitors.

Contact

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Address

F73 Mohlanwal Scheme, Lahore, Punjab

SKILLS

- Computer Skills
- MS Office
- Warehouse Management
- Financial Management
- Time Management
- Project Management

Language

ENGLISH

URDU

PUNJABI

Experience

○ Aug 2024 - January 2025

Bank of Punjab Multan

Internee

Assisted in various banking operations and administrative tasks under the supervision of senior officers. Gained practical exposure to core banking functions including account management, customer service, and financial documentation. Supported daily branch activities such as transaction processing, data entry, and record maintenance while ensuring accuracy and compliance with banking protocols. Developed strong communication and analytical skills through client interaction and cross-departmental coordination.

○ 2022 - 2024

CHASEUP MULTAN

COMPUTER OPERATOR

Responsible for managing daily data entry operations, maintaining computerized records, and ensuring the smooth functioning of system-based tasks. Operated and monitored computer systems to support sales, inventory, and administrative processes. Ensured accuracy and efficiency in updating product information, generating reports, and coordinating with relevant departments for data management and troubleshooting.

Education

BBA Accounting and Finance (2022 - 2025)

National University of Modern Languages Multan

FSc. Pre Engineering (2018-2020)

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION DG KHAN

Matriculation (2014-2016)

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION DG KHAN

Certification

- 1 Year Computer Certificate from National Skills Development Council Muzzaffargarh