

Usman Gohar Baig



HOUSE NO: S-VII 36, H.I.T COLONY TAXILA CANTT



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WORK EXPERIENCE

UBL H.I.T Taxila Cantt Branch | Internee

17/08/2022 - 27/09/2022

Internship at United Bank Limited, I assisted staff in daily banking operations and routine administrative tasks. I helped maintain and organize customer records and important banking documents to ensure proper filing.

Auxilium Services Ltd | Administrative Controller

12/02/2024 - 18/02/2025

Responsible for manage records, coordinate with staff, and monitor office resources and budgets. My role involved direct communication with clients through E-mails and phone calls to ensure efficient service delivery.

Tier link Trading Group | Team Coordinator

21/12/2025 - 27/02/2026

Responsible for organizing and supporting team activities to ensure smooth workflow and effective collaboration.

EDUCATION

F.G Public High School, Taxila Cantt | Matric
2012 – 2013

J.E.S College, PMO | F.S.C Pre_Engineering
2014 – 2016

Riphah International University | BS-AF
2019 – 2023

Riphah International University | MS-AF
2023 – 2025

SKILLS

- Data Management • Client Handling
- Customer Care • Financial Expertise
- Time Management

LANGUAGES

- English • Urdu • Punjabi