

Amir Usman Curriculum vitae

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Working Experience:

**Dec 2017 to Feb 2019:**

**Jaffer Brothers – (Jaffer Argo Services Pvt Ltd)**

**Data Entry Operator:**

**Responsibilities:**

* To generate codes of Farmers in CRM Software.
* Identification of Missing ICR & Uploading of Data in CRM.
* Strong coordination with Area Managers and Regional Coordinators through email and Telephone.
* Posting of Data for Area Managers of Projects and Maintenance Expenses.
* To upload of Bank Guarantee Data in CRM Software.
* Documents Filling & Scanning.
* Routine office work.

**Nov 2013 – Nov 2016**

**Travel Mate - (International Travel Agency)**

**Data Entry Operator:**

**Responsibilities:**

* To Post Domestic & International Tickets in Travel Pro software.
* Resolve all types of issues occur from Agents.
* Concern with clients through email and Telephone.
* Recovery from Agents and Corporate Clients.
* Reconcile all the agents fortnights.
* Routine office work.

**Apr 2006 to Oct 2013**

**Cargo Advisers - (International Freight Forwarding Company)**

**Office Assistant:**

**Responsibilities:**

* To generate Bill of Lading/Master Bill of Lading in oracle base software.
* To make Loading plan Manifest of Air Sea Shipments.
* To generate Invoices against MBL/HBL.
* Resolve all types of issues occur from shipper side.
* Concern with clients through email and Telephone.
* Routine office work.

**Dec 1998 - Mar 2006**

**Aero Asia - (Airline Company)**

**Data Entry Operator Cum Receptionist:**

**Responsibilities**

* Data Maintenance of sales record received from all operating stations of

Aero Asia in Pakistan in oracle base software.

* Concern with clients through email and Telephone.
* Three Years Experience of Receptionist on PABX.
* Routine office work.

Computer Skills:

* MS Word, MS Access Windows 98/NT/2000/XP.
* Oracle 6i, CRM ERP Base.
* Travel Pro software, Free Hand.

Objective:

To pursue a career that gives satisfaction, growth and success.

Education:

**B. Com** Karachi University

**HSC** Karachi Board of Intermediate

**SSC** Karachi Board of Secondary Education

Personal Data:

Father’s Name : Usman Ghani

N.I.C NO : 42301-0754256-1

Religion : Islam

Nationality : Pakistani

Marital Status : Married

Contacts:

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