

## PERSONAL INFORMATION

Hafiz Muhammad Usama  
Father name: Muhammad Ikram  
+92332 3101153  
usamaikram952@gmail.com

## WORK EXPERIENCE

Jan 2021 – March 2021

### Internship in CFC Department Summit Bank

Reconciliation of Transaction.  
Excess Cash /short Cash.

## EDUCATION AND TRAINING

2019 – Continue

### Bachelors of Computer Science Iqra University (3rd Year Continue)

2017 – 2019

### Intermediate in Pre-Engineering Adamjee government science college Karachi.

2015 – 2017

### Matriculation in Science Gulistan Shah Abdul Latif Secondary School Karachi

## PERSONAL SKILLS

Organizational Skill

- Ability to multitask, react quickly to shift priorities and meet deadlines.
- Decision making and problem solving strategic.
- Quality and performance improvement relationship and team building.
- Good communication, interpersonal and time management skills.

Technical/Computer Skills

**Software:** MS Word, MS Excel, PowerPoint, Sqlyog

## CERTIFICATES

- IT (Office Assistant)  
(From AmanTech Institute)
- Cisco (Basic)  
(From SAYLANI WELFARE INTERNATIONAL TRUST)

## COURSES

- IT (Office Assistant) Course from AmanTech Institute (Duration 6 Months)
- CCNAv7: Introduction to Networks