



USMAN ALI SHAH

EXPERIENCE

- Assisted with financial analysis and reporting
- Conducted market research for investment opportunities
- Supported the finance team with budgeting and forecasting

EDUCATION

Bachelor of Commerce (B. Com), [University of Karachi], [2022]

COMMUNICATION

As an office manager, I have honed my communication skills through years of experience in verbal and written communication with clients, vendors, and team members. I have extensive experience in creating and delivering presentations, preparing and responding to business correspondence, and ensuring effective communication throughout the office.

LEADERSHIP

I have demonstrated strong leadership skills in managing a team of administrative staff and supervising daily office operations. I have experience in providing guidance and support to staff, setting performance expectations and providing feedback, and addressing issues as they arise.

REFERENCES

Available upon request.



Abdabad peer muzamil shah
road, street, no 3 lyari, Karachi.



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OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills, secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.