



MUHAMMAD USMAN

+971 54 362 5796

usman2345dj@gmail.com

SKILLS

- QUICKS BOOKS PREMIUM
- TALLY ERP 9
- MICROSOFT EXCEL
- MICROSOFT WORD
- TYPING
- INPAGE
- SCANING & PRINTING
- SOFTWARE INSTALLATION
- COREL DRAW

LANGUAGES

- English
- Urdu
- Hindi

UAE Experience

1-year Experience in Black Parliament Studio as an accountant Industrial Area 1 Ajman, UAE

2 Month Experience MINA TEXTILE INDUSTRY as an accountant Ajman, UAE

SKILLS ENRICHED

- Journal Entries & General Ledger
- Accounting Reports Import & Export Knowledge.
- Daily Maintain the Cash Book & Bank Book.
- Knowledge of Complete Tally ERP 9
- Knowledge of Quicks Books Premium
- Ability to understand various financial statement.
- Knowledge to Stock Management

EXPERIENCE

- 1-Year Experience in Black Parliament Studio as an accountant Industrial Area 1 Ajman, UAE
- Analyzed financial data, including budgets, income Statements and cash flow statements to provide insights Recommendations.
- Developed financial models to forecast future performance and support strategic decision-making.
- Work as Medicine Company Hafiz Pharma, As an Accountant in 2 Years.

EDUCATION

Matric	MC Model High School
ICS	Post Graduate College
Bachelor of Commerce	University of the Punjab, Lahore
Diploma	Office Management Professional