**ADIL USMAN**

Current Location: Sachal Goth, Near Dow hospital, Karachi

Mobile No.: +923002536747

Email: adildahri55@gmail.com

**Objectives**

I want to secure a suitable position in a reputable organization that will enable me to use my strong communication and organizational skills, counter staff background and adequate knowledge of Microsoft Office (MS Excel, MS Word and MS PowerPoint) and my ability to work friendly with my colleagues.

**What I Have to Offer**

* I have a positive attitude towards my work
* I have good negotiation and communication skills
* I have the ability to deal with all types of customers
* I have the ability to work in a fast pace environment
* I have ample knowledge of various computer applications/programs
* I have problem-solving abilities which allow me to work well under pressure

**Work Experience**

**1- Front Desk Officer**

Dr. Essa Laboratory Karachi, Pakistan

* Ensure the reception area is neat and tidy
* Receive, sort and distribute daily mail
* Greet visitors answering phone calls
* Punch orders the in POS (Point-of-Sale) system
* Handle cash, credit or check transactions with customers
* Make reservations for restaurant and bookings for the Hotel

**2- Cashier**

Mehran Traders Lahore, Pakistan

* Analyzing current and past financial data and providing strategies to cut costs and increase revenue
* Leading the charge on market research plans to identify new opportunities
* Working with executives to implement marketing strategies and new opportunities
* Encouraging new and existing clients by creating and improving proposals
* Tracking expenses and maintaining the company budget
* Ensuring that the company meets revenue targets
* Providing training and mentoring to other members of the team
* Developing and pitching ideas for potential investors

**Education**

**(BS) Information Technology**

University of Sindh – Jamshoro – Pakistan

**Skills**

|  |  |
| --- | --- |
| **Hard Skills** | **Soft Skills** |
| * Database Management * Point-of-Sale (POS) * Microsoft Office * CRM * ZOOM | * Counter Staff Management * Proficient Communication * Product Knowledge * Problem Solving * Adaptability |

**Courses**

* Hardware & Network Technician
* CIT Major in Office Automation
* Multimedia Graphic

**Certificates / Awards / Achievements**

* Team leader of administrative tasks
* Team leader of customer care management
* Team member in organizing various national and international events
* Awarded many certificates of participation and organization of various conferences
* Appreciation letters for successfully achieving the target / task within the stipulated time

**Languages**

* English: Fluent
* Urdu : Native