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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1420.jpgMuhammad Usman | | | | | | | | | | |  |
| Professional Resume | | | | | | | | | | |
| *Date of Birth:* | 26 | - | Feb | | - | 1989 | *Age:* | 29 | Years | |
| *Address:* | House No. 1730/1323, Mohalla Rasheedabad, Baldia Town, Karachi, Pakistan. | | | | | | | | | |
| *Contact:* | (+92-312) | | | 2002817 | | | | | |  |
| *Skype:* | musman2694 | | | | | | | | |  |
| *Email:* | musman2694@gmail.com | | | | | | | | | |  |

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| --- | --- |
| **Objective:** | Secure a position with a leading organization that will lead to a long term career relationship. |

**Resume Summary:**

|  |  |
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| **Certification Status            :** | ICMA (Graduation Level (Continue) |
| **Education             :** | M.COM (Finance) Passed with (2.667 CGPA Out of 4.00); B.Com |
| **Current Status               :** | Studying ICMAP Graduation Level |
| **Work Experience:** | **Duration Organization**  1st Nov-2016 to Present Union Fabrics (Pvt) Ltd.  1st  Aug to 30th Sep (2016) Fariya Enterprises  16th  Feb to 16th May (2016) Midas Safety  11th June to 24thJuly (2016) Pakistan State Oil |

**Work Experience**

|  |  |
| --- | --- |
| **Organization :** | **Union Fabrics (Pvt.) Ltd** |
| Organization Type : | Textile |
| Designation : | Accounts Officer |
| Tenure : | 1st November 2016 to date |
| Location : | Karachi, Pakistan |
| Area(s) of Experience : | Finance & Accounting, Taxation. |
| Reporting to : | Assistant Manager & Chief Financial Officer |
| Brief Job Description : | * **Prepare Payments** of Vendors & Export Freight Companies. * **Record** Daily Basis **All Purchases** Sales Tax invoices GST, SST, PRA Zero Rated & Others. * Weekly **Income Tax Challan** Working. * **Record Insurance** of Import & Export. * Prepare Monthly **Consumption Report** (Weaving/Processing/Main Stores). * Record Daily **Local Bills** & others **Cash Bills**. * Make & Issue **Debit Notes** to Vendors. * Prepare Monthly **Pending Report** of Stores Purchases. * Record Monthly **Sale & Purchase** Entries in **RCPS Software**. * Record Monthly **Sizing Sales** in ERP. * Monthly **Return** Filling. * **Physical Audit** of Yarn & Greige Fabric. * Working on **ERP System.** |
| **Organization :** | **Fariya Enterprises** |
| Organization Type : | Textile (Boutique) |
| Designation : | Assistant Accountant |
| Tenure | August 2016 to September 2016 |
| Brief Job Description : | * Daily Maintain **Stock Report**. * Daily maintain **Petty Cash** fund. * Daily Prepare Expense Vouchers. * Outdoor work (Purchase, Bank) & any other work assign by owner. * Worked on MS Excel. |
| **Organization :** | **Midas Safety (Shahbaz Garments)** |
| Organization Type : | Textile |
| Designation : | Tyro (Internee) |
| Tenure : | 16th February 2016 to 16th May 2016 |
| Brief Job Description : | * Prepare Monthly **Stock Report** From SAP. * Monthly Uploading File of **Sales tax Return**. * Monthly **Export reconciliation** Annex-D from SAP system. * Monthly **Import reconciliation** Annex-B from SAP system. * Issue **Withholding Certificate** to Vendors (Sales Tax & Income Tax). * Monthly **Return filling**. * Prepare **PSID**. * Record Monthly **Sale & Purchase** include **stock Import & Export** Entries in **RCPS Software**. * Worked on **SAP System**. |
| **Organization :** | **Pakistan State Oil** |
| Organization Type : | Oil & Marketing |
| Designation : | Internee |
| Tenure : | 11th June 2015 to 24th July 2015 |
| Brief Job Description : | * Prepare PDC Cheque (Customs). * Prepare Monthly KAPEX Report. * And overview Sales Tax, Income Tax, Petroleum Levy, Federal Excise Duty (FED), and Customs Duty. * Worked on SAP system. |

**Professional Certification & Academic Education** *(most recent on the top)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Certification / Degree** | **Institution / University** | **Specialization / Major** | **Passing Year** |
| 1 | ICMA (Grad. Level) | ICMAP | Management Accounts | Studying |
| 2 | M.Com | University of Karachi | Finance | 2015 |
| 3 | B.Com | University of Karachi | Commerce | 2012 |
| 4 | F.Sc | Aisha Bawany Govt. College, Karachi | Pre-Eng. | 2009 |
| 5 | SSC | Eden Park School, Karachi | Science | 2006 |

**Professional Development**

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| --- | --- | --- |
| **Sr.** | **Workshops / Seminars** | **Year** |
| 1 | Seminars of Corporate Finance | 2013-15 |
| 2 | One day conference of Business Management Conference | 2014 |
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**Computer Skills and Competences**

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| --- | --- | --- | --- |
| **Sr.** | **Skills & Abilities** | **Proficiency Level** | **Last Used / Practiced** |
| 1 | Excel Formulas, Models & Dashboard. | Average | Currently Using |
| 2 | Outlook Express | Above Average | Currently Using |
| 3 | ERP System | Excellent | Currently Using |
| 4 | Soft Presentation | Excellent | Currently Using |

**Social Membership & Co-curricular / Leisure Activities**

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| --- | --- |
| **Sr.** | **Description of Activities** |
| 1 | In University of Karachi organized a Seminar for International Corporate Finance Class. |
| 2 | Business Research Method Project (on Siemens-Pakistan) |
| 3 | Feasibility Report (Towel Project) |
| 4 | Entrepreneurship Project (Wake-up Pillow) |
| 5 | Play Cricket on Weekends. |
| 6 | Watch Movies |

**Personal Information**

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| --- | --- |
| Father’s Name: | Muhi-Ud-Din |
| Marital Status : | Married |
| Passport No : | DG 2853391 |
| CNIC No: | 42401-6293339-7 |
| Religion: | Islam (Muslim) |
| Language Competency : | Above Average (English) |

**References**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Name** | **Organization** | **Known As** | **Contact No.** |
| 1 | Mr. Tahir A.Razzak | Union Fabrics Pvt. ltd.  (2002 - 2017 ) | Asst. Manager Accounts | (+92-346)2501133 |

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