

USAMA BIN ARIF

SUMMARY

A committed and hardworking Business undergraduate with knowledge of business administration. Looking for new opportunities and to gain a challenging work opportunity within a dynamic company which will offer an opportunity to develop both practical skills and offer a future for progression.

KEY ACHIEVEMENTS

💎 Improved Customer Satisfaction

Reduced complaint resolution time by 30% over three months.

💎 Efficient Account Handling

Processed over 200 transactions daily with 99% accuracy.

💎 Enhanced Invoice Efficiency

Increased invoice processing speed by 15% through system optimization.

💎 Effective Team Training

Trained five new employees, resulting in 20% faster onboarding.

LANGUAGES

English	Advanced	● ● ● ● ●
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Urdu	Advanced	● ● ● ● ●
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Arabic	Beginner	● ● ● ● ●
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SKILLS

Adobe CC · AML · Microsoft Power Point ·

Microsoft Suite · Photoshop ·

Spreadsheets · Gmail · Your Skill

CERTIFICATION

Computerized Accounting

INTERESTS

💎 Building a career in finance and cash management.

HOBBIES

Cricket , Travelling

Cashier and Accountant assistant

📞 +973 66900126 🎫 usamaba.125@gmail.com

📍 Block 242 Road 4238 Building 1124

EXPERIENCE

K P O (Key Punching Operator)

02/2023 - 06/2025

Pakistan

Naubahar Bottling Company

- Daily Sales Report of Order Takers
- Maintaining the Stock
- Maintaining and Entering Delivery Notes, Invoices and Receipts
- Tracking the Route details on daily basis
- Attending Outlets query and complaints

Accountant Assistant and Cashier

09/2021 - 11/2022

Kingdom of Bahrain

Bahrain gas

- Daily Sales Report of Drivers
- Monthly Salaries and Commission of drivers
- Cheques Preparing
- Maintaining and Entering Delivery Notes, Invoices and Receipts
- Preparing Daily Cash Inflow and outflow
- Daily Cash Deposit

Personal Driver

08/2020 - 08/2021

Kingdom of Bahrain

Personal Driver

Job Responsibilities

01/2019 - 07/2020

Kingdom of Bahrain

UAE Exchange Centre

- Serve customers by completing account transactions
- Cross-Sells products and services
- Handling AML inquiry of the branch
- Attending customer query and complaints

Sales Representative

07/2018 - 01/2019

Kingdom of Bahrain

Dragon City Bahrain

EDUCATION

Computerized Accounting

01/2018 - 06/2018

Lalamusa

Institute of Computer Education Lalamusa

- (Diploma Grade A)
- Institute of Computer Education Lalamusa

Bachelor of Commerce

2015 - 2017

Gujrat, Pakistan

University of the Punjab

- (1st Degree)
- University of the Punjab

College Education

2013 - 2015

Gujrat, Pakistan

College Education

- Barani College of Commerce, Gujrat

School & Secondary Grades

2012 - 2013

Gujrat

School & Secondary Grades

- Linc School System, Gujrat