Muhammad Usman

ID: 2600788570 | **Work permit:** Saudi Arabian | **Date of birth:** 28/03/2002

Place of birth: Mandi bahauddin, Pakistan | **Nationality:** Pakistani | **Phone number:**

(+966) 573231864 (Mobile) | **Email address:** Muhammadusman.usman@dhl.com |

Address: Daraat laban,Riaydh, K.S.A, 12646, Riyadh, Saudi Arabia (Home)

ABOUT ME

Detail-oriented and motivated Credit Control/Admin professional with hands-on experience in managing invoices, tax verification, and customer statement confirmations. Skilled in DHL systems, MyBills, Global DHL platforms, and Excel, with a proven ability to streamline processes and maintain accurate records. Adept at handling financial and operational tasks efficiently under pressure. Committed to learning, growth, and delivering excellence in administrative and logistics operations. Seeking opportunities to contribute expertise in credit management, invoicing, and process optimization within a dynamic and professional work environment.

WORK EXPERIENCE

🏢 **TCS** – LAHORE,PAKISTAN, PAKISTAN
LOGISTIC TEAM LEADER – 25/01/2024 – 06/03/2025

- Led logistics team to ensure timely deliveries and smooth daily operations.
- Managed staff scheduling, task allocation, and performance monitoring.
- Oversaw inventory, shipment documentation, and delivery records.
- Resolved customer issues and ensured high service quality.
- Reported operational performance to management using Excel/logistics tools.

🏢 **DHL EXPRESS SAUDI ARABIA** – RIYADH,EXIT 2, SAUDI ARABIA
ADMIN FINANCE DEPARTMENT – 08/03/2025 – CURRENT

- Managed customer invoices, statements, and payment follow-ups.
- Verified taxes and maintained accurate billing records.
- Used DHL systems, MyBills, and Excel for reporting and reconciliation.
- Coordinated with clients to confirm payments and resolve discrepancies.
- Supported month-end closing and finance team requirements.

EDUCATION AND TRAINING

01/01/2020 – 13/12/2024 Lahore, Pakistan
BS MATHEMATICS AND APPLIED SCIENCES University of the Punjab

Website https://pu.edu.pk/ | **Field of study** Natural sciences, mathematics and statistics | **Final grade** 3.11 |

Level in EQF EQF level 6 | **Thesis** Splines and waves

01/01/2018 – 05/12/2020 Mandi bahauddin, Pakistan
A LEVELS Government degree college

Level in EQF EQF level 3

LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
PANJABI; PUNJABI	C2	C2	C2	C2	C2
HINDI	C2	A1	C2	C2	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

MS Office(MS Word,MS Powerpoint,MS Excel,MS) ⎪ Global SAP system ⎪ data visualisation software ⎪ Google Drive ⎪ Internal Softwares (Telekom, DHL) ⎪ Drawing software: AutoCAD, REVIT

HOBBIES AND INTERESTS

Football

I'm a great player of football,