

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	●●●●●
Urdu	Advanced	●●●●●
Arabic	Beginner	●●●●●

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) Naubahar Bottling Company	02/2023 - 06/2025 Pakistan
<ul style="list-style-type: none">Daily Sales Report of Order TakersMaintaining the StockMaintaining and Entering Delivery Notes, Invoices and ReceiptsTracking the Route details on daily basisAttending Outlets query and complaints	
Accountant Assistant and Cashier Bahrain gas	09/2021 - 11/2022 Kingdom of Bahrain
<ul style="list-style-type: none">Daily Sales Report of DriversMonthly Salaries and Commission of driversCheques PreparingMaintaining and Entering Delivery Notes, Invoices and ReceiptsPreparing Daily Cash Inflow and outflowDaily Cash Deposit	
Personal Driver Personal Driver	08/2020 - 08/2021 Kingdom of Bahrain
Job Responsibilities UAE Exchange Centre	01/2019 - 07/2020 Kingdom of Bahrain
<ul style="list-style-type: none">Serve customers by completing account transactionsCross-Sells products and servicesHandling AML inquiry of the branchAttending customer query and complaints	
Sales Representative Dragon City Bahrain	07/2018 - 01/2019 Kingdom of Bahrain
EDUCATION	
Computerized Accounting Institute of Computer Education Lalamusa	01/2018 - 06/2018 Lalamusa
<ul style="list-style-type: none">(Diploma Grade A)Institute of Computer Education Lalamusa	
Bachelor of Commerce University of the Punjab	2015 - 2017 Gujrat, Pakistan
<ul style="list-style-type: none">(1st Degree)University of the Punjab	
College Education College Education	2013 - 2015 Gujrat, Pakistan
<ul style="list-style-type: none">Barani College of Commerce, Gujrat	
School & Secondary Grades School & Secondary Grades	2012 - 2013 Gujrat
<ul style="list-style-type: none">Linc School System, Gujrat	