

CONTACT

✉ uraja1532@gmail.com

☎ 0314-2348854 or
0335-3111002

📍 Mukkaram Square near
main garden zoo, Karachi

TECHNICAL SKILLS

Microsoft Office ●●●●●
Catalyst ●●●●●
Power BI ●●●●○
Website Developer ●●●●○

SOFT SKILLS

- ✓ Time management
- ✓ Critical thinking
- ✓ Can work under pressure
- ✓ Leadership skills
- ✓ Efficient management of available resources
- ✓ Good Mathematical skills
- ✓ Problem Solving Ability

USAMA RAJA

Profile

A hardworking, dedicated and work oriented individual who wants to pursue his field of Accounting and wants to work in the Accounts and Finance department to attain Accounting skills and enhance his learning by gaining an experience in the Accounting and Finance sector.



Personal Information:

Name: Usama Raja
Father Name: Muhammad Arif
CNIC: 42201-1735872-7
Date of Birth: 02-10-1999
Gender: Male
Religion: Islam

Education:

**Bahria
University
Karachi
Campus**

BACHELORS IN ACCOUNTING & FINANCE

Graduated from BUKC in 2022

**Tabani's
College**

INTERMEDIATE IN COMMERCE

Intermediate from Tabani's College in 2017

**Iqra Huffaz
Boys
Secondary
School**

MATRICULATION

Matriculation from Iqra Huffaz Boys Secondary School in 2014

Experience:

1. KHYBER GALVANIZING

15th Aug, 2021 – 27th Sept, 2021

- Internship from KG (finance Internee)

2. TELIS EXPRESS

Join 22nd Aug, 2022 – 31st Dec, 2022

- Create Invoices
- Party/Supplier Reconciliation
- Create Payment and Received Voucher
- Create Journal Voucher

3. AL-Khandwani

Join 10 Jan, 2023 – 30th April, 2023

- Create Voucher Maintaining
- Company Reconciliation
- Customer Records
- Create Payment and Received Voucher
- Create Journal Voucher

4. Dhoraji Association (Junior Accountant)

Join 15 May, 2023 – Current

- Bank Reconciliation
- Maintain Daily Cash Posting
- Create Bank Voucher
- Create Cash Voucher
- Create Journal Voucher
- Maintaining Voucher File
- Maintain All Party Ledger

Linkedin link: <https://www.linkedin.com/in/usama-raja-a6a288348/>

GitHub link: <https://github.com/usamaraja1998>