

Name: Muhammad Usman Iftikhar
Address: PO Box. 180726-Sharjah (UAE)
Mobile No: 050-9828577
E-mail: rajausman685@gmail.com



An accomplished & seasoned executive with 4 years diversified exposures & experienced in executive management roles with distinctive achievements & executions

WORK EXPERIENCE:

Company : Al Noor Group of companies
(Sharjah)
Position : Admin manager & Accountant
General
Period : (Aug 2014, - Present)

Key Responsibilities:

- Daily basis accounts management, book keeping, petty cash, bank statements, monthly & annual statements
- Managing the accounts of creditors & subcontractors.
- Maintaining record of all employees updated & assisting PRO in visa renewal and other legal formalities of employees
- The role is of generalist covering all aspects of Accounts & Administration and ensuring consistent Organizational Development Activities are taking place.
- Responsible for 150 **employees** over 4 properties including Management of UAE Ministry and assisting in the **Pearl Cities Ajman, Sharjah, Fujairah, Ras al-Khaimah** Project as and when required.
- Also part of the pre-opening team of Ministry Projects and heading thereafter.
- Managing Local purchase orders (LPO, s)

Company : Muslim Commercial Bank
Position : Operations Executive
Period : (July, 2013- Jan, 2014)

Key Responsibilities:

- Managing a portfolio of Banking Operations Reporting to CFO
- Responsible for assisting in managerial activities in driving all employee relations initiatives across Punjab & Federal Region
- In line with the business people & Innovation -Growth plans
- Performed duties in cash section. (daily cash handling)

PROFESSIONAL SKILLS:

- Expert in Microsoft office applications (Reports, e-mail, Business letters, Presentations)
- Excellent administration skills.
- Excellent customer care skills
- Efficient in Multi-tasking
- C- Level Executives Negotiation

EDUCATIONAL BACKGROUND:

<u>DEGREE</u>	<u>INSTITUTE</u>	<u>YEAR OF COMPLITION</u>
Master of Business Administration (MBA)	COMSATS ISLAMABAD	2012
B.COM	UNIVERSITY OF PUNJAB	2010
INTERMIDIATE	RAWALPINDI BOARD	2008

During MBA regular 69 credit hours course studies. I have acquainted myself Internet, communications, marketing, management, technical business writing, Hr. recruitment & appraisal assignments on different organizations. I attended many seminars and workshops for personal grooming. My English language skills are very good as well as the ability to conduct effective presentations

PERSONAL PROFILE

Date of Birth: Jan 19, 1989
Father Name: Muhammad Iftikhar Hussain
Marital Status: Single
Citizenship: Pakistan
Passport No: BA1571791
UAE Driving license: Yes

I hereby certify that the foregoing information is true and correct to the best of my knowledge and understanding.

Thanks and Regards,

Muhammad Usman
Applicant