

**USMAN AKRAM**

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## CAREER OBJECTIVE

**Innovative/ Proactive leader having 4 years of qualitative experience in Admin and Operations**

I am looking forward to a challenging task with a career motive in the area of Clients Servicing taking it further to executive management/ Administration and Logistic as a long term objective, in which I would be able to augment my already acquired skills and knowledge and out to forefront my experience.

## SKILLS & COMPETENCIES

|  |  |  |
| --- | --- | --- |
| **MS** (Word, Excel, Power point)  **ERP Focus** Software **Inventory** Control **QuickBooks** knowledge | * **Business** operations * **Customer** Focus. * **Accounting** and book-keeping * **Delegation** | * **Interpersonal** Skills * **Planning** and Organization * **Client** Relationships * **Vendor** Relationships |

**PROFESSIONAL EXPERIENCES**

**Diamond Sword Commercial Agency L.L.C United Arab Emirates**

**General Accountant March 2019 to Present**

* Document financial transactions by entering account information
* Recommend financial actions by analysing accounting options
* Maintain accounting controls by preparing and recommending policies and procedures
* Prepare LPO, Cheques, In/Out inventory. Stock Management
* Prepare Documents for Vat returns, Submit vat
* Knowledge of QuickBooks and ERP
* Verify, allocate, post and reconcile transactions
* Produce error-free accounting reports and present their results
* Provide technical support and advice on management
* Direct internal and external audits to ensure compliance
* Contribute to a strong client relationship through positive interactions with client personnel
* Communicate with Manager and/or Director on work status and client issues that arise

**Ideal designer Decoration. United Arab Emirates**

**General Admin Executive Feb 2018 to April 2019**

**Accounts**

* Vat Preparations
* prepares tax accruals for company records and accounts
* prepares company and client tax forms and data while offering tax accounting advice to both clients and internal company departments
* QuickBooks entries’
* maintain general ledger
* Prepare lpo , receipts, order forms, time sheets, over time, monthly salaries.
* issue cheaques, file and tally deposits, match invoices with work order, ensure payments
* Maintain petty cash, prepare tax returns, issue invoices, and prepare information for external auditors for audit.

**Admin Executive**

* + Handles incoming and outgoing calls (receive call, screens, and routes)
  + Receives incoming documents, distributes to concerned person.
  + Maintain hard copy and electronic filing system for Admin files/inventory control
  + Maintains and updates directory of company contacts.
  + Sale/Purchase coordinator
  + Good in secretarial work i.e. typing and document filing with good internet browsing capabilities

**Mitchell’s Fruit & Farm Pakistan 1.5 year**

**Admin Assistant**

* Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
* Providing real-time scheduling support by booking appointments and preventing conflicts.
* Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
* Screening phone calls and routing callers to the appropriate party.
* Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research
* Anticipate the needs of others in order to ensure their seamless and positive experience

**Standard Charted Bank Lahore Pakistan**

**Operations Department Internship 6 months**

* Provide accounting and clerical support to the department
* Type accurately, prepare and maintain accounting documents and records
* deposit ,Cash Issue, Payroll
* Daily enter key data of financial transactions in database
* Research, track and restore accounting or documentation problems and discrepancies
* Inform management and compile reports/summaries on activity areas
* Function in accordance with established standards, procedures and applicable laws

**EDUCATION & CREDENTIALS**

* Completed Bachelor BBA Hons (Accounting Degree) university of education, Pakistan. 2017
* Certificate of Merit in Computer Applications. 2013
* Completed Intermediate HSSC from Punjab Board Lahore, Pakistan. 2011
* Completed Matriculation from Federal Board Islamabad 2009

**PERSONAL DETAIL**

**Full Name: Usman Akram**

**Date of Birth: 10th December 1991.**

**Nationality: Pakistani**

**Passport Number: ES1324842**

**Driving Licensee UAE: Valid till 2023**