

Hafiz Muhammad Usama

Accountant

|Accounts Assistant|Financial Accounting & Reporting|QuickBooks Manager| Bookkeeper| Data Entry Operator|Payables & Receivables| Cashier|Payroll Assistant|Financial Statements preparation|Warehouse Manager|Supervisor|



oxamamughal943@gmail.com

+971582597254

AMR Building, Al Quoz 4, Al Quoz, Dubai, UAE

03 January, 1997

indeed.com/Hafiz Muhammad Usama

linkedin.com/in/usamamughal49

EDUCATION

Matric

Govt. Higher Secondary School No. 2, Ghakkhar

2011 - 2013

Marks Obtained 878/1050

Intermediate

Superior Group of Colleges, Gujranwala

2014 - 2016

Marks Obtained 873/1100

Bachelor of Commerce (2 years)

University of the Punjab

09/2020 - 12/2022

Grade B

Chartered Accountant

Institute of Chartered Accountants of Pakistan

01/2017 - Onward

Lahore, Pakistan

Levels

- AFC Level (Completed)
- CAF Level (Partly Completed)

CAF Level

Subjects Cleared

Subjects

- Introduction to Accounting
- Financial Accounting & Reporting I
- Taxation Practice
- Introduction to Economics & Finance
- Financial Accounting & Reporting II
- Cost and Management Accounting

Short Skillset courses

Digiskills.pk (Virtual University's program)

Certification

- Freelancing
- Data Analytics & Business Intelligence
- Intuit QuickBooks
- Digital Marketing

SKILLS

Accounts Management

Payables & Receivables

MS Office

Bookkeeping

QuickBooks Software

Accounting Software

Data Entry

Cashier

Final Accounts Preparation

Inventory Management

Store Keeper

Taxation

Internal Audit

PROFESSIONAL EXPERIENCES

Served as an Accountant at Javaid Industrial Company Private Limited, Gujranwala, Pakistan (02/2021 - 11/2021)

I operated and managed Splendid Accounts (an accounting software) there, that is maintained for all accounting transactions(daily & one-off). I also actively took part in Credit Purchases and Vendor payments & on the other end, also in credit sales and customer payments. I also prepared monthly payrolls and salaries & wages payments to staff and labour. Further, I actively took part in Taxation(Sale Tax). Furthermore, I also designed the inventory into indentifiable & trackable in the software, where we could easily track the in & out of its movement.

Data Entry Clerk/Branch Accountant at Naeem Electronics, Gujranwala, Pakistan (12/2021 - 03/2023)

NE is a medium-size enterprise having various branches across Pakistan offers purchase of household items on easy monthly installments or net cash. I recorded and updated accounts of customers thoroughly related to installments and balances. I also kept the custody of cash and deposited it to the bank timely. I also managed the inventory store and the tracking of inventory.

Accounting Internship at Pakson International Plastic Industry Private Limited, Gujranwala, Pakistan (03/2023 - 06/2023)

Pakson International is a well-reputed industry relating to Moulded Furniture and other household items having vast sales network across Pakistan and Globally. I analyzed the financial operations including Accounts Management, Bookkeeping, cost accounting, Taxation, inventory control management and final accounts preparation.

LANGUAGES

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency