Muhammad Usman Bhatti

S/O: Mushtaq Kareem

Address: Kharian, Dist. Gujrat, Pakistan.

Date of Birth: 4th April, 1991

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**OBJECTIVE**

To be a part of an Organization where I can share creativity and high-order thinking skills and promote practical ideas that increase the performance of the Organization.

**EDUCATION AND CERTIFACTONS**

* Bachelor’s in Business Administration (BBA) from University of Lahore.

(Year 2021, CGPA 3.37/4)

* Diploma in Commerce (D.COM) from Punjab Board of Technical Education Lahore.

(Year 2011, Grades 60.5 %)

* Matriculation from Bosrd of Intermediate and Secondary Education Gujranwala.

(Year 2007, Grades 71.76 %)

**EXPERIENCE**

**Zong Franchise Kharian (Manager, Finance Officer)**

**ATTA Communications.**

**Jan, 2022 to Current**

Zong is a leading telecom brand in Pakistan. Zong has mare then 305+ Franchises throughout the country. Zong franchise Kharian (Atta Communications) is serving Kharian City, Dingha City and the sounding arias. It has the rights of services and distribution in aria.

**APK Soft PVT. LTD. (Accounts Team Leader)**

**August, 2013 to March, 2016**

APK soft PVT. LTD. providing accounting services, software services and support services to POS, BOS services provider companies working in USA. Also providing services to its private client consist of Fuel Stations and grocery stores business.

**Al-Kharam Traders. (Accountant)**

**June, 2009 to December, 2009**

Al- Karam Trders are a homeopathic pharmaceutical company and wholesale dealer of homeopathic pharmaceutical companies like Life Care Pharma, Sonoxo Pharma and Save Pharma.

**KEY RESPONSBILITY**

**Senior Accountant:**

* Prepare all financial statements according to GAAP.
* Handel all accounting material and book keeping in Quick Books MS Excel spreadsheet.
* Managing accounts such as A/P, A/R, Payroll, employee’s records, sales records, expanses and Inventory management
* Bank Reconciliation
* Prepare weekly/ Monthly payroll records of employees.
* Keep all records up to date
* Co-ordination with chartered accountant for filing tax returns on monthly base.
* Manage vendor accounts, generating weekly and on demand check.
* Prepare Profit and Loss Statement

**Financing:**

* Budget planning
* finance generating operations etc.
* Recovery from account receivable
* Profit and loss statement
* Managing overall operations of Franchise

**Team Leading and Management:**

* Managing day-to-day team activities
* Developing and implementing timelines to achieve targets
* Team coordination and motivations
* Team Supervision
* Conducting training of team members to maximize their potential.

**Client and Venders Dealing:**

* Inbound and outbound communication
* Client care and dealing
* Ensure services quality
* Communication for updates and coordination
* Client support and help desk services
* Vender ordering
* Monitor sales trends
* Tracking prices and updating

**SKILLS**

**Computer Basics:**

* Very good knowledge of computer basics
* Windows operating system, Emailing, Internet surfing
* Hardware removing, installing and trouble shooting

**Professional Software Skills:**

* MS Excel, MS Word, MS Power Point
* Quick Books
* CRM, POS, BOS, Organizational MIS Software familiarity
* Remote working software (Log Me in, Remote Desktop Application, Team Viewer)

**Communication Skills:**

* Urdu: Native, good skill in dealing
* English: Good command both in writing and speaking