



Muhammad Usman

Date of birth: 12/11/1996 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:**

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Address: Barikot, Swat, KPK, Peshawar, 25000, Hayatabad, Pakistan (Home)

ABOUT ME

I am myself a passionate independent willing to excel in any field and situation to improve my learning capability and work steem.

Passport : NR9994862

DOE : 12 FEB 2033

WORK EXPERIENCE

01/09/2020 – 30/11/2020 Barikot, Pakistan

DOCUMENT CONTROLLER MUSLIM COMERCIAL BANK LTD.

- Fulfilling tasks assigned by a supervisor
- Performing clerical duties
- Manage social media accounts
- Event handling and planning
- job shadowing

01/02/2021 – 30/12/2021 Barikot, Swat, Pakistan

RECRUITMENT OFFICER , ACCOUNTS PAPEENI RECRUITING AGENCY

- Designing and implementing the overall recruiting strategy
- Sourcing and attracting candidates by using databases, social media, etc.
- Conducting interviews and filtering candidates for open positions
- Screening candidates' resumes and job applications
- Assessing applicants' relevant knowledge, skills, soft skills, experience, and aptitudes
- Onboarding new employees in order to become fully integrated
- Monitoring and applying HR recruiting best practices
- Providing analytical and well-documented recruiting reports to the rest of the team

01/09/2021 – 30/10/2022 Swat, Pakistan

ACCOUNTING MANAGER , ADMINISTRATION M/S ISMAIL CONSTRUCTION COMPANY (ICC)

- Identify opportunities to upsell or cross-sell products and services to existing clients.
- Collaborate with other departments to ensure that client needs are met.
- Preparing financial statements, reports, and budgets for the company.
- Ensuring compliance with accounting standards and regulations.

01/10/2022 – 30/12/2023 Swat, Pakistan

SUPERVISOR , ACCOUNTS & MANAGEMENT M/S UMAR HAYAT CONSTRUCTION COMPANY (UHCC)

- Auditing financial documents and procedures
- Reconciling bank statements
- Preparing budget forecasts
- Publishing financial statements in time
- Handling monthly, quarterly, and annual closings

- Revenue Cycle Management: Overseeing patient billing, insurance claims, and collections to optimize revenue.
- Cost Control and Management: Analyzing and managing hospital expenses, identifying areas for cost reduction, and implementing cost-saving initiatives.
- Compliance and Regulatory: Ensuring adherence to financial regulations, laws, and accreditation standards.
- Financial Reporting and Analysis: Preparing and reviewing financial reports, including balance sheets, income statements, and cash flow statements, to monitor the hospital's financial performance.
- Team Management: Supervising and developing finance staff, providing guidance and training.
- Financial Risk Management: Identifying and mitigating financial risks, such as insurance, investments, and debt

● **EDUCATION AND TRAINING**

01/09/2016 – 30/12/2020 peshawer, Pakistan
BACHLORS IN BUSINESS ADMINISTRATION (BBA HONS) IQRA NATIONAL UNIVERSITY

Website <https://inu.edu.pk/> | **Field of study** Human Resource Management | **Final grade** 2.7 CGPA | **Level in EQF** EQF level 4

01/01/2014 – 30/12/2015 Taif, Saudi Arabia
INTERMEDIATE Pakistan international school Taif

Website <https://www.pistaif.com/>

01/01/2012 – 30/12/2013 Taif, Saudi Arabia
METRICULATION Pakistan international school Taif

Website <https://www.pistaif.com/>

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	B2	C1	C2
ARABIC	C2	C2	B2	C1	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office | Health management information systems (HMIS) namely DHIS2 Open-EMR | Quick Book