



## MUHAMMAD USMAN

### CONTACT

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Kandi Arbab Raza Khan, Tehkal  
Bala, Peshawar, Pakistan.

### SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- QuickBooks
- Bookkeeping
- System Monitoring
- Data Entry
- Record Keeping
- Office Administration
- Customer Service
- Time Management
- Quick Learner

### LANGUAGES

- Urdu
- English
- Pashto

### PROFESSIONAL SUMMARY

Results-driven professional with a strong background in Accounting, office administration, and effective data management. Proficient in Microsoft Office, QuickBooks, and skilled in meticulous record-keeping. Known for adaptability, strong work ethic, and a quick learning aptitude. Seeking opportunities to contribute effectively and excel in various roles across diverse industries.

### PROFESSIONAL EXPERIENCE

April, 2023 – October, 2023

**Trainee | A Salam Jan & Co | Chartered Accountant | Peshawar**

- Maintained comprehensive records of client tax returns and accompanying documentation.
- Assisted in the filing, recording, compilation, and transmission of financial records.

October, 2022 – March, 2023

**Office Assistant | Ali Coaching Academy | Peshawar**

- Managed incoming phone calls and took accurate messages.
- Greeted and welcomed visitors to the office.
- Provided visitors with relevant information and assistance.
- Effectively resolved various office-related issues.

April, 2016 – July, 2018

**Computer Operator | Page Master Services | Peshawar**

- Proficiency in fundamental computer application such as Microsoft Office.
- Competence in general office procedures and office equipment operation (computers and copiers).
- Employed meticulous record-keeping techniques.
- Demonstrated strong oral and written communication skills.
- Ensured clear and legible document preparation.
- Adhered to oral and written instructions with precision.

### CERTIFICATION

March, 2022 to September, 2022

**Computerized Accounting (QuickBooks, Peachtree)**

Quaid-e-Azam College of Commerce | University of Peshawar | National Vocational and Technical Training Commission.

### EDUCATION

May, 2023

**Bachelor Studies in Commerce: Accounting & Finance**

Government College of Management Sciences | University of Peshawar.

August, 2019

**Diploma in Information Technology**

Capital Degree Collage | KPBTE Peshawar.

July, 2018

**Diploma in Commerce: Accounting**

Capital Degree Collage | KPBTE Peshawar.

June 2016

**Secondary School Certificate: Science**

Islamic Collegiate School | BISE Peshawar.

### PERSONAL INFORMATION

Nationality: Pakistani

Date of Birth: 31/March/2000