



MUHAMMAD USMAN

SUMMARY

Highly motivated and detail-oriented accountant with 1.5 years of experience in financial analysis, reporting, and account reconciliation. Seeking to leverage a strong academic background (B.S. Accounting and Finance, and M.S. in progress) and expertise in fintech research to contribute to a dynamic organization. Possesses excellent communication and interpersonal skills, demonstrated through successful teaching experience.

ASSISTANT ACCOUNTANT

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ADDRESS:

Ghaziabad Regi Lalma, Peshawar

Khyber Pakhtunkhwa, Pakistan

AREA OF EXPERTISE

- Business Process Improvement
- Data Analysis
- Production planning
- Project Management
- MS Office Suite
- Time Management
- Accounts maintenance
- Supply Chain Management
- Operations Management

LANGUAGES

- English
- Urdu
- Pashto
- Arabic (Little)

Hobbies

- Reading
- Writing
- Photography
- Reciting



EXPERIENCE

- Work as a Teacher and Accountant for Three (03) Years
- As a tutor For Two (02) Years
- Marketer in Jubilee Takaful as a Financial Advisor for Two (02) quarters
- Internship In Dilrozekhan and Co. Chartered Accountants for Two (02) Months
- Working at Modern Windows and Doors Peshawar as Assistant Accountant and Shift Manager Since December, 2022



EDUCATION

- Master of Science in Management Science and Finance (Expected 2025) from IMSciences
- Bachelor of Science in Accounting and Finance, University Of Peshawar (GPA:3.17 , 2022)
- Fsc (Board of Intermediate and Secondary Education Peshawar) (710/1100 , 2017)
- Matriculation (Board of Intermediate and secondary Education Peshawar) (819/1100 , 2015)



CERTIFICATIONS

- "Supply Chain Sustainability" from "The Open University" of United Kingdom
- "Understanding Operations Management" from "The Open University" of United Kingdom
- "Diploma in Information and Technology" from Technical Board of Peshawar