

# USAMA BOOTA

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Karachi

## **Objective:**

Results-oriented Finance Executive with a strong background in financial analysis and strategic planning, seeking to contribute my expertise in driving financial growth and maximizing profitability for a progressive organization.

## **Experience:**

### **Senior Finance Executive**

#### **TPL Logistics (Rider YC WC22)**

**May, 2022 – Present**

- *Service charges* for parcels' deliveries
  - Preparation of invoices origin wise.
  - Applying income charges. "Service charges"
  - Updating of NSA charges.
- *Income recording and reconciliation:*
  - Recording of daily income on the basis of core operation (i.e., deliveries of consignments),
  - Reconciliation of income from cloud base Rider portal and ERP.
  - Conduct regular reconciliations of payment transactions with bank statements and internal records. Prepare detailed financial reports on payment activities, highlighting any discrepancies and trends
- *Merchants Relations:*
  - Maintain strong relationships with merchants. Address and resolve payment inquiries and disputes promptly, ensuring smooth and efficient payment processes.
- *Payments:*
  - Prepare payment of merchants
  - Reconciliation of payments.
  - Deducting taxes and charges.
- *Team Management:*
  - Developed and maintained comprehensive financial reports on COD transactions, providing detailed insights into cash inflows and outflows.
  - Coordinated with delivery teams and other departments to resolve payment issues and enhance customer satisfaction.
  - Trained and supported team members to ensure adherence to best practices in cash handling and customer service

## Education:

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Description	Institution/University	Passing year
ICMA	Institute of Cost and Management Accountants	in Progress
SC (Pre-Engineering)	Govt. Boys College Khairpur – Sukkar Board	2022
SSC (Science)	Kotri City High School – Karachi Board	2020

## Personal information:

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CNIC:	43206-0361979-3
Date of Birth:	01 Dec 2003
Nationality:	Pakistani
Marital Status:	Single
English:	Working Proficiency
Urdu:	Native