

USAMA RAFIQ

(ACCOUNTANT)



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About	Enthusiastic and passionate accounting graduate with a relentless commitment to continuous learning. Eager to leverage a strong academic foundation, combined with practical problem-solving skills to contribute effectively to challenging projects and drive innovation in the field. Dedicated to contributing my skills and commitment to a dynamic organization. Excited about seeking new opportunities
Academic qualifications	CHARTERED MANAGEMENT ACCOUNTANT <ul style="list-style-type: none">❖ Institute of Cost and management Accountant❖ Session: 2022 – Continue❖ CMA-Inter BS ACCOUNTING & FINANCE <ul style="list-style-type: none">❖ Bahauddin Zakariya University, Multan.❖ Session: 2018-2022❖ CGPA: 3.04/4❖ Grade: B
Technical Skills	<ul style="list-style-type: none">❖ QuickBooks Online/Desktop❖ MS Office Suite❖ ERP System (SAP B1)
Soft Skills	<ul style="list-style-type: none">❖ Fluency in English❖ Good Interpersonal Communication❖ Adaptability❖ Quick learner❖ Critical Thinking❖ Team Player
Professional Experience	<ol style="list-style-type: none">Accounts Executive KINTEX Group, Lahore, Pakistan from Sept 22- Sept 23<ul style="list-style-type: none">❖ Accurately post sale invoices and purchase invoices into the accounting software “QuickBooks”❖ Maintaining account receivables and account payables❖ Handling petty cash and daily expenses with proper record❖ Prepare weekly and monthly Bank reconciliation statement.❖ Accurately prepare and processing payroll❖ Doing inventory audit on weekly and monthly basis❖ Prepare and pay withholding tax challan❖ Timely paying of utility bills

	<p>2. Finance Internee KAPCO Ltd from Aug 2020 – Sept 2020</p> <p>One-and-a-half-month intense internship in procurement and accounts department.</p> <ul style="list-style-type: none"> ❖ Assist in tendering process. ❖ Verifying Quotation from responsible engineer. ❖ Take part in inventory audit in different warehouses in KAPCO.
Volunteer Work and Achievement	<p>1. Member of Commerce Executive Body Annual Dinner and Sports Gala 2022 Department of Commerce, BZU Multan</p> <ul style="list-style-type: none"> ❖ Mastering the Spectacle: My Role as a member. ❖ With ingenuity and finesse, I direct and supervise the decoration of department during sports gala. ❖ Maintains the discipline during farewell. ❖ Participated in “Hamd” during farewell.