



## Profile:

Experienced Computer Operator with 5 years of expertise in managing data operations and administrative tasks. Skilled in various software applications and operating systems, with a focus on accuracy and security. Proficient in troubleshooting technical issues and supporting daily operations. Strong organizational and communication skills, dedicated to delivering high-quality work.

## Contact Information:

Email: [usmankoko260@gmail.com](mailto:usmankoko260@gmail.com)

Phone: 0309-9181818

Location: Peshawar, Pakistan

# Muhammad Usman

## Education:

**GOVERNMENT COLLEGE TECHNICAL PESHAWAR(GCT)**

2019-2022

DAE Electrical

**MUHAMMADAN MODEL SCHOOL TANGI**

2018

MATRICULATION

## RELEVANT COURSEWORK INCLUDES:

COMPUTER DIT , MICROSOFT OFFICE COURSES FROM  
APEX PESHAWAR

2020-2021

2022 - 2024

## Experience:

**SUPPLY CHAIN OPERATOR**

FF-STEEL COMPANY , LAHORE

Managed and optimized supply chain operations to ensure efficient material flow and inventory control. Coordinated with suppliers and internal teams to maintain optimal stock levels and meet production demands. Conducted regular audits and data analysis to improve logistical processes. Maintained accurate records and ensured compliance with company policies and industry regulations.

## Skills:

- Proficiency in Operating system( windows, linux , macos).
- Strong understanding of Microsoft office, DBMS , Email management and search Engine.
- Basic knowledge of cloud storage solutions ( Google drive , Dropbox).
- Skilled in Data Entry Software & tools.
- Proficiency in administrative & Communication skills.
- Ability to learn fast & adapt organization protocols.
- Understanding & performing data backup procedures .