

Usama Ali

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Career Aim

Graduated in commerce with specialization in finance accounting and to get a position in a progressive organization where I have a better opportunity to use my abilities and skills to manage the challenging work keeping in view enhancement of reputation of the organization and developing world-class solutions to real world challenges.

Professional Experience

FINCA MICROFINANCE BANK.

Designation: **Account Officer**

Dec 2022 – Continue.

RESPONSIBILITIES:

- Book Keeping (Branch wise or single both)
 - Prepare entry to book expense in their related GL
 - WTH income & sale tax according to vendor nature of services and supplies or also their provinces.
 - Now, park amount in vendor PO account to release pay order to vendors for payment against expense.
- Perform a task regarding pay order issuance & cancellation and ensuring the amounts of pay order with vouchers, then sent it to branch for further process.
- Month end task
 - Accrual of pending payment
 - Process branches incentives
 - Process Head office expense and income allocation
 - Process the purchases and consumption of gold bags, cheque books, CDR, TDR, pay order and IVR marker.
- Payment of WTH tax of FBR, PRA, SRB, BRA in “Mobiliser”
- Working of debit card issuance fee in “Mobiliser”
- Different vendor payments in “Mobiliser”
- Prepare reconciliation of accounts ledger.
- Prepare payment detail for tax dept.
- Prepare Day end report of vouchers of our team & reconciling the detail with the physical vouchers to ensure completeness.
- Process rent branch-wise.

OBRO FOODS (PVT) LIMITED.

Designation: **Audit Executive**

March 2022 – Dec 2022

RESPONSIBILITIES:

- Visit branches and warehouse for stock count of items.
- Prepare a report on MS excel or MS word of audit findings for further review of my line manager.
- At the time of payments, I am checking payments & tax for process.
- Observing process flow of company and finding gaps in their policies.
- Prepare draft process flow policies of a company for further review of my line manager.
- Verify the system generated salaries. Finding & correct the errors.

PROFESSIONAL ACADEMY OF COMMERCE (PAC).

Designation: **Teacher Assistant**

November 2019 – March 2022

RESPONSIBILITIES:

- Guide students regarding their classes & subjects' issues.
- Prepare examination paper for further review of teachers and conducted.
- Checking of papers.
- Prepare results in excel sheet.

Academic Qualification

NATIONAL COLLEGE OF BUSINESS & ADMINISTRATION (WEST CANAL CAMPUS), LAHORE.

(**MSC-Accounting & Finance**) – Result awaiting

THE UNIVERSITY OF PUNJAB. (PRIVATE)

(**B.com**) – Division 2nd

GOVT. COLLEGE GULBERG FOR BOYS, LAHORE.

(**Intermediate in Computer Science**) – Division 1st

GOVT. GULBERG HIGH SCHOOL FOR BOYS, LAHORE.

(**Matric in Sciences**) – Division 1st

Skills

- Knowledge of MS Office
- Knowledge of AB III Banking Software
- Knowledge of ODOO software
- Good communication skills
- Undertake responsibility easily
- Diplomatic approach towards problem solving
- Prompt decision making ability
- Flexible and adaptable to dynamic environment
- Hard Worker
- Knowledge of LMS (Learning Management System)
- Knowledge of ERP Software (For Data Entry)
- Fast learner

ABILITIES/COMPETENCIES:

- Abilities in Problem solving, negotiation skills.
- Abilities in people Management and developing collaborative environment.
- Ability to do team work and great collaboration with staff.
- Time management with an attentive thinking.

Language

- Urdu
- English
- Punjabi.