**USAMA MUGHAL  
Contact Information**Address: House # 2815, Yousef Abbas Road, Kalakot Lyari, Karachi  
Phone: +923103523132  
Email: [umughal510@gmail.com](mailto:umughal510@gmail.com)

**Career Objective:**

Aiming to contribute effectively in a professional environment where I can apply my technical and administrative skills, enhance my knowledge, and achieve organizational goals with dedication and teamwork.

**Core Skills:**

* Payroll Management
* Human Resource Administration
* Accounting
* Microsoft Excel & Word
* Data Entry & Management
* Internet Research & Email Communication
* QuickBooks Accounting Software

**Professional Experience:**

**HR and Finance Assistant** *Citizen Police Liaison Committee (CPLC-CRC SINDH)* *October 2022 – Present*

* Recruitment processes, benefits administration, and HRIS policy implementation
* Employee records management and attendance tracking
* Maintaining accounting systems and QuickBooks
* Payroll finalization and company ledger maintenance
* Vendor cheque preparation and salary disbursement

**Call Center Operator** *Citizen Police Liaison Committee (CPLC-CRC SINDH)* *February 2015 – November 2020*

* Handling data entry for calls related to thefts, lost items, and missing persons
* Efficiently logging and managing various case types including mobile phone thefts and vehicle losses

**Education:**

* **B.Com Part I** – 2nd Division
* **Intermediate (Commerce)**
* **Matriculation (Science Group)**
* **Information Technology Literacy Program (ITLP Course)**

**Languages:**

* Sindhi
* Urdu