

MUHAMMAD USMAN

Introduction:

std106121@gmail.com "923049396129"
https://www.linkedin.com/in/usman-afриди-351b30267
Pass kaly mania khel koki khel jamrud bazaar District Khyber

SKILLS

Proficiency in Microsoft Excel PowerPoint & Word.

Good Presentation and Writing Skills.

English Communication.

Multitasking.

A "CAN DO" approach

STRENGTHS

Hard-working

Completed projects before time, does more than required

Team- worker

Respected, listened to and encouraged team members

Problem solving

Analyze problems to find causes, find possible solutions

EXPERIENCE

Accountant

02/2017 - 11/2017

Private school

Jamrud

Company Description

- Accountant in a private School. Handling accounting
- In both Ways Manually And through System
- Journal Ledger Trial Balance. Manage
- The Payroll As well.

+ 8 weeks of internship in UNITED BANK LTD

INTEREST AND HOBBIES

Cricket
Football and
Cocking

Objective

To achieve a challenging position in a progressive and well-reputed organization and enhance my skills by working in a competitive environment. I am seeking to work individually as well as a team member to cope with different challenges in the organization to enhance my leadership qualities.

EDUCATION

BS Commerce Finance and Accounting

University of Peshawar

09/2019 - 09/2023

CGPA **3.2** / 4.00

D.com (Accounting)

Government Post Graduate
College Jamrud

2017 - 2019

Matriculation

Ghazali public school Jamrud

2014 - 2016

GPA 4.00 **4.00** / 6

INDUSTRY EXPERTISE

Organisation & time management

Verbal and written
communication

Ability to work autonomously or
collaboratively

LANGUAGES

English	Proficient	● ● ● ● ●
Urdu	Native	● ● ● ● ●
Pashto	Native	● ● ● ● ●