



USMAN QAMAR LONE

Visa Status - Visit
EN879742

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Usmanlone0@gmail.com

Career Objectives

Looking for long-term career in reputed organization in challenging environment so that will utilize my professional as well as my personal skills and give me opportunities for advancement.

Professional Experience



2018-
2023

Worked as **Officer Inward Clearing**

- Handling and Managing Centralized
 - ✓ **Inward Clearing.**
 - ✓ **Account Opening.**
 - Posting of instruments and balancing within NIFT cut-off time.
 - Quality, timely and safety processing of clearing & account opening as per policy manual.
 - Proper dealing and coordination with the concerned branches in a timely and effectively manner to resolve the issues of Discrepancy Sheet, Signature Verification and Company Stamp
- Ensure all documents are properly managed / stored and regularly reviewed, for any further disc



2017-
2028

FSC Integrated Limited

- Department CPU MCB Bank
- Designation Data Processor
- Duration April-20-2017 to June-28- 2018
- Responsibilities
- (Inward Clearing, Cheque Collection process (OBC), coordinating with NIFT and Branches, Account Opening, worked on SYMBOL & UNISON software, Dak receiving of Physical forms & Cheques)

➤ **Company** **CERTOPHARM**

- Department Accounts
- Designation Assistant Accountant
- Duration 27-July-2016 to 19-April-2017

Internships



- Company KAPCO
- Department Finance
- Duration 6 Weeks (10-JUNE- 2016 to 22- JULY- 2016)



- Company MCB House
- Department HRMG
- Duration 6 Weeks (15- OCT- 2015 to 26- NOV- 2015)

Education

- Masters of Commerce NUML Lahore 2017
- Bachelor OF Commerce Punjab University 2015
- Intermediate OF Commerce B.I.S.E. Lahore 2012
- Matric B.I.S.E. Lahore 2010

Computer expertise

- Short hand (4 Months)
- Computerized Accounting (2Months)

Personal Information

- Father Name Qamar-ul-Islam Lone
- Birth Date 14 -aug-1994
- Religion ISLAM
- MARTIAL STATUS MARRIED
- N.I.C: 35201-7263774-7
- DOMICILE PROVINCE: PUNJAB DISTRICT: LAHORE
- PHONE NO +971581122025
- Address Sector C Al Satwa Dubai united Arab Emirates

Skills

- Hard worker.
- Punctual and regular.
- Good Communication Skills.
- Able to work on own or as part of a team.
- Management Skills.
- Fluency in Urdu, Punjabi, English

Rewards

- MCB Awarded As Star Award for the Month of MAY 2019