



UsmanAhmedToor

AdministrativeOfficer

✉ usmanahmed30339@gmail.com

☎ 0971559914074

📍 Dubai, United Arab Emirates

EXPERIENCE

AdministrativeOfficer QaswaFurnitureLLC

09/2023-02/2024

Dubai, UAE

Tasks

- Efficiently manage multiple tasks and prioritize workload to ensure smooth operations.
- Proficiently utilize time to meet deadlines, schedule meetings, and coordinate tasks effectively, ensuring timely completion of projects.
- Meticulous attention to detail in data entry, documentation, and administrative processes to maintain accuracy.

CustomerServiceRepresentative AviationTrainingHub,IST

09/2022-09/2023

Islamabad, Pakistan

Tasks

- Interactwithclientsinaprofessionalandfriendlymanner,addressing inquiries, concerns, and complaints.
- Ensure accuracy in order details and coordinate with relevant departments to facilitateadmissions.
- Resolveclientissuesefficiently,strivingtomeetorexceedtheirexpectations while maintaining a positive client experience.

AdminandFinanceOfficer GlobeWaysTravelandTourism

08/2019-09/2022

Swat, Pakistan

Tasks

- Prepare and present comprehensive balance sheets, income statements, and cash flow statements, to aid in decision-making.
- Prepare and maintain financial reports, including profit and loss statements, for the travel agency.
- Monitor and control expenses related to travel services, such as accommodations, transportation, and tour packages.
- Efficientlymanageday-to-dayadministrativetasks,including scheduling appointments, handling correspondence, and maintaining office supplies.

Cashier AlliedBank

05/2019-08/2019

Islamabad

Tasks

- Processcash,creditcard,andelectronicpaymentswithprecision.
- Maintainanorganizedcashregister,countmoneyatthebeginningandendof shifts,andreconcileanydiscrepancies.
- Ensure the cash drawer is balanced at the end of each shift, accounting for all transactionsandreceipts.

EDUCATION

MSCEconomics NationalUniversityofModernLanguages

2020

Islamabad, Pakistan

BachelorinCommerce UniversityofPunjab

2015

Islamabad, Pakistan

SKILLS

AccountManagement

ProjectManagement

SalesandMarketing

OfficeAdministration

CashHandling

MSOffice

Punctual

HardWorking

CERTIFICATES

CertificateofEconomicsforCapital Market CorporateFinanceInstitute, Vancouver

AccountingFundamentals CorporateFinanceInstitute, Vancouver

FinancialManagementEssential Certificate CornerstoneonDemandFoundation

ProjectManagementEssentialCertificate CornerstoneonDemandFoundation

MarketingEssentialCertificate CornerstoneonDemandFoundation

LANGUAGES

English

FullProfessionalProficiency

Punjabi

ProfessionalWorkingProficiency

Urdu

Native orBilingualProficiency

INTERESTS

Cricket

Reading

ContinuousLearning

REFERENCE

AnwarAnjumED, GlobeWaysPhone:00923109600459
Email:anwaranjum895@gmail.com