



# MUHAMMAD USMAN GHANI

Highly determined individual with a relentless drive for success. Demonstrates unwavering commitment to goals and a strong ability to overcome challenges. A resilient problem-solver with a proactive attitude, seeking to make a meaningful impact in any endeavor undertaken.

## Contact

### Nationality

Pakistan

### Country of stay

Bahrain

### Phone

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### Email

Uqaab16@gmail.com

### Address

Building No. 255B, Road No.1203,  
Al Hamala, Bahrain

## Education

2018

### Secondary School

Board of Intermediate and Secondary  
Education Sahiwal

2020

### Higher Secondary School

Board of Intermediate and Secondary  
Education Sahiwal

2023

### Diploma of Computer Graphics

New Brain College of Computer Science

## Expertise

- Microsoft Word
- Microsoft Excel
- Urdu Inpage
- Inventory Control Software
- Investment Management System

## Language

Urdu

English

## Experience

### Branch Manager

2020 - 2022

Fri-Chicks I Depalpur Branch

- Oversee day-to-day operations of the fast food branch, ensuring smooth functioning and exceptional customer service.
- Maintain inventory levels, order supplies, and manage expenses to optimize cost efficiency.
- Implement and enforce health and safety standards to guarantee a safe working environment for both employees and customers.

### Warehouse Supervisor

2018 - 2020

New Nesto Super Market, Pakistan

- Improved delivery plans with strong scheduling knowledge, organizational skills, and route development expertise.
- Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy and product availability.
- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- Boosted warehouse operations performance by overseeing dispatching and setting optimal employee schedules.

### Data Entry Clerk

2018 - 2020

MUHAMMAD & AHMED LAW FIRM

- Sorted documents and maintained organized filing process.
- Completed data entry tasks with accuracy and efficiency.
- Entered numerical data into databases with speed and accuracy using 10-key pad.
- Organized, sorted, and checked input data against original documents.
- Scanned documents and saved in database to keep records of essential organizational information.
- Secured and protected data from unauthorized access by complying with security protocols