


Usman Ali

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 **Work:** Road 0425, Bldg 1354, salmabad (Bahrain)

PROFESSIONAL SUMMARY

Results-driven professional with 6+ years of experience in production planning, inventory management, store operations, and accounting. Skilled in Zoho, MS Office, and financial record-keeping. Seeking a challenging role as Inventory Controller, Storekeeper, Cashier, or Accounts Assistant where I can utilize my organizational and analytical skills to support company growth.

WORK EXPERIENCE

Cashier | Katana Workshop – Salmabad, Bahrain

May 2024 – Present

- Received customer payments in cash, card, and digital methods.
- Issued receipts and maintained accurate record of daily transactions.
- Prepared daily sales and financial reports for management review.
- Assisted in managing accounts receivable/payable and ensured timely deposit of collections.
- Supported inventory management by updating stock levels and coordinating with store/warehouse teams.
- Maintained compliance with financial policies and company standards to ensure accuracy and transparency.
- Provided excellent customer service by resolving billing issues and addressing inquiries promptly.
- Coordinated with auditors and provided documentation for internal and external audits

Store Incharge | Bin Mahmood W.L.L (Delmon Bakery) – Al Hidd, Bahrain

Jun 2023 – Apr 2024

- Supervised stock operations: receiving, labeling, and dispatching.
- Implemented FIFO method for inventory rotation.
- Prepared MRR (Material Received Reports) and maintained purchase documentation.
- Ensured proper storage and cleanliness of store.

Production Planning Officer | Forward Sports Pvt Ltd – Sialkot, Pakistan

Dec 2017 – Apr 2023

- Developed and monitored daily, weekly, and monthly production schedules to meet customer orders and deadlines.
- Determined equipment requirements and scheduled workforce shifts to maximize efficiency.
- Prepared and analyzed performance, productivity, and capacity utilization reports for management.
- Maintained accurate records of material usage and job orders, ensuring smooth documentation flow.
- Troubleshoot production bottlenecks and implemented lean practices to reduce waste and downtime.

- Assisted in forecasting demand, manpower planning, and machine allocation.
- Ensured compliance with quality standards, safety protocols, and company policies.
- Monitored production processes and coordinated with procurement/warehouse for timely material availability.

Import Assistant Manager | Sheikh of Sialkot – Sialkot, Pakistan

May 2015 – Dec 2017

- Coordinated international shipping schedules and customs documentation.
- Monitored supply chain operations with track & trace system.
- Managed vendor relations and import compliance

EDUCATION

- Bachelor of Commerce (B.Com) – Elite College of Commerce, Pakistan
- ACCA (Part Qualified) – Professional Academy of Commerce, Pakistan

SKILLS

- Financial Reporting & Reconciliation
- Accounts Receivable & Payable
- Budgeting & Forecasting Support
- Inventory Control & Stock Management
- Accounting Software: Zoho, MS Excel, Outlook
- Documentation & Reporting

CERTIFICATIONS

- Health & Safety Training – Forward Sports (Pakistan)
- Basic Computer Course – FPRW & MNED Training Program