



Usama Bin Arif

Address: **House 1259, Road 0524, Manama 0305, Bahrain**

Tel: **+973 35498489**

Email: **usamaBA.125@gmail.com**

A committed and hardworking Business undergraduate with knowledge of business administration. Looking for new opportunities and to gain a challenging work opportunity within a dynamic company which will offer an opportunity to develop both practical skills and offer a future for progression.

Academic Qualifications

JAN – JUN 2018 **Computerized Accounting (Diploma Grade A)**
Institute of Computer Education Lalamusa

2015 – 2017 **Bachelor of Commerce (1st Degree)**
University of the Punjab
Degree Modules:

Advanced Financial Accounting, Auditing, Business Communication & Report Writing, Business Law, Business Taxation, Cost Accounting, Economics of Pakistan, Pakistan Studies
Business Statistics & Mathematics, Computer Application in Business, Economics, Financial Accounting, Functional English, Introduction to Business, Islamic Studies / Ethics, Money, Banking and Finance

2013 – 2015 **College Education**
Barani College of Commerce, Gujrat
College Modules:

English, Urdu, Islamic Studies, Pakistan Studies, Principles of Accounting, Principles of Economics & Commercial Geography, Business Math & Business Statistics, Principles of Commerce & Banking

2012 – 2013 **School & Secondary Grades**
Linc School System, Gujrat
School Modules:

English, Urdu, Islamiyat, Pakistan Studies, Mathematics, General Science, Civics, Islamic Studies

Work Experience

Jan 2019 – Present **UAE Exchange Centre**
Kingdom of Bahrain

Job Responsibilities:

- Serves customers by completing account transactions
- Cross-Sells products and services
- Handling AML inquiry of the branch
- Attending customer query and complaints

Sep 2018 – Jan 2019 Sales Representative at Dragon City Bahrain

Aug 2017 – June 2018 Cashier, Customer Advisor
Malik Shipping Enterprises - Gujrat

- Helping to prepare financial statements and accounts, budgeting, managing ledgers and processing invoices.
- Assisting in the delegation of tasks from the Accountants and undergoing any business book keeping activities.
- Leading business financial meetings with the chief accountant and providing/creating all materials related to the meetings at hand.
- Amongst other book keeping activities, including maintaining records of invoices, payments and transactions, preparing accounts payable, invoices and purchase orders, petty cash and payroll.
- Process cheques and keep filing and invoice monitoring systems up to date.

Technical Skills

- **Microsoft Suite**
 - Excel (spreadsheet)
 - PowerPoint
 - Publisher
 - Access
- **Email**
- **Adobe Suite**
 - Photoshop
- **Computerized Accounting**
- **Internet Searching**
- **Database Management and Software**

Skills

- Computer literate
- Hard working and flexible
- Can handle work pressure

Interests & Activities

Sport A key player for over 8 years at my local school and high school Cricket Clubs.

Languages Fluent in English, Urdu & Punjabi.

References:

Provided Upon Request.