

MUHAMMAD USMAN

SALES EXECUTIVE

OBJECTIVES

I'm a hardworking and honest individual. I'm a good time keeper and always willing to learn new skills. I am friendly, helpful, polite and having a good sense of humor. I'm able to work independently in busy environment and within the team settings. I'm outgoing, tactful and listen effectively.

EDUCATION

University of The Punjab, Lahore
Bachelors of Commerce (B.com IT)
2nd Division
07/09/2016

Govt. College Of Commerce People's Colony Gujranwala
Diploma in Commerce (D.com)
2nd Division
09/12/2014

Govt. Higher Secondary School G.T Road Gujranwala
Matriculation
2nd Division
25/07/2012

Gujranwala College of Pharmacy technician and Allied health Sciences Disposal Road Tariq Garden Gujranwala
Pharmacy Technician
Continues
06/05/2023

WORK EXPERIENCE

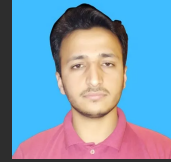
Good Luck Traders Nawab Chowk Madho Khalil Gujranwala
Cashier
02/11/2016 - 05/08/2020
Manage Cash Sales and Maintain Reports

Rajpoot Pharmacy people's Colony Gujranwala
Sales Executive
25/12/2020 - 06/05/2022
Customer Dealing and Medical Billing Using Abuzer Software

Servaid+ Pharmacy Model Town Branch Gujranwala
Sales Executive
05/06/2022 - 20/11/2022
Customer Dealing and Medical Billing Using Microsoft POS

ACHIEVEMENTS

- National Cert Challenge Rescue 1122 Pakistan (5th Position)
- Tug of War (2nd position in College Sports)
- Tent Pegging (2nd position in College Sports)
- Bag Pack Race (3rd position in College Sports)



PERSONAL INFO

- ID Card
34101-2768750-3
- Date of Birth
12/09/1998
- Gender
Male
- Marital Status
Single
- Nationality
Pakistan
- Phone#
923066868378
- Email
usman378.official@gmail.com
- Address
Arfat colony bazar no.3 Street
no.27 Haidray road Gujranwala,
Punjab, Pakistan.

LANGUAGES

- Urdu
- English
- Punjabi

SKILLS

- Medical Billing Using Abuzer & Microsoft POS Software
- Data Handling and Record Keeping
- Managing Mails and Search Engine
- MS Office
- Peachtree Computerized Accounting

INTEREST

- Book Reading 📖
- Traveling and Hiking
- Cycling 🚲
- Badminton 🏸
- Book Reading 📖