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MUHAMMAD USAMA

SKILLS

- 1-year diploma in I.T from technical training testing board (T.T.B) Baluchistan.
- 6 month's diploma in I.T from Muslim Hands Informatics UK (D.I.T)
- 6 month's diploma in advance I.T from Muslim Hands Informatics UK (A.D.I.T)
- 6 month's diploma in English/Urdu typing from Baluchistan commercial college Quetta.
- 6 month's certificate in English language from universal academy Quetta.

EXPERIENCE

ACCOUNTANT, CALL COURIER PVT LTD, QUETTA

From 01-02-21 to 26-07-22 (18 months)

Daily cash collection from each courier after de-briefing as per Go-Green database and mobile app output and depositing cash next day, daily reconciliation through excel and mailing. De-Briefing of courier's delivery fuel, delivery commission and contractual commission through Go-Green daily. Preparing and verifying expense bills, invoices and vouchers of the branch and area weekly. Dealing in client payments and posting provided adjustments for loss, burnt shipment's payments through Go-Green after verification and approval from HOD.

OPERATION SUPERVISOR, CALL COURIER PVT LTD, QUETTA

From 01-10-22 to 31-10-23 (12months)

Daily receiving (DE manifesting) of incoming shipment and updating in system. Distribution of routs among couriers and Out stations/branches. Clearing and balancing floor on arrival base. Daily notifying and generating E-mail of route distribution summary to BM, AM, ZM, and rest of higher management of south zone and HO. Daily forwarding of Return shipment and updating to destination branches by generating an E-mail. Clearing and working on ten days and twenty days pending reports. Or any other work given by BM, AM.

EDUCATION

HAFIZ-E-QURAN, WIFAQ UL MADARIS, PAKISTAN

Passed the examination of wifaq ul madaris Pakistan with Grade A1 in 2012.

MATRICULATION, BBISE, QUETTA

Passed the examination of Matriculation with Grade A1 passing marks 918.

F.A, BBISE, QUETTA

Passed the examination of F.A with Grade A passing marks 779.

REFERENCES

ADIL HUSSAIN

Accounts executive, call courier pvt LTD head office Lahore

0333-7117925

ALI RAZA

Senior Manager Task Force, call courier pvt LTD head office Lahore

0322-6578729

FARHAN NABI

Operation Manager, call courier pvt LTD Quetta

0331-8000081

