

## MUHAMMAD USMAN | Assistant Accounts & Finance

Riyadh, Saudi Arabia

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### PROFESSIONAL SUMMARY

"Detail-oriented Accounts Assistant with 2+ years of experience supporting financial operations through efficient accounts payable/receivable management, accurate bank reconciliations, and timely reporting using QuickBooks, ERP-FIS and Microsoft Excel. Proven ability to streamline workflows, maintain high data accuracy, and provide crucial support during month-end closing, consistently ensuring compliance and contributing to team goals."

### Soft Skills (Transferable Skills)

- **Accuracy & Detail-Oriented:** High level of accuracy in handling financial data.
- **Organization & Time Management:** Prioritizing tasks, meeting strict deadlines, managing multiple projects.
- **Analytical & Problem-Solving:** Identifying discrepancies, resolving issues.
- **Communication:** Clear written & verbal skills for explaining financial info to non-finance people.
- **Integrity & Confidentiality:** Trustworthy with sensitive financial data.
- **Teamwork & Collaboration:** Working effectively with colleagues and other departments.
- **Adaptability:** Handling changing priorities and new systems.

### PROFESSIONAL EXPERIENCE

Assistant Accounts – Inma Al-Madina Co. Ltd. -- July 2025 – Present

#### Core Responsibilities & Tasks

- **Transactional Processing:** Handling accounts payable/receivable, processing invoices, receipts, payments.
- **Record Keeping:** Maintaining accurate financial records and ledgers.
- **Reconciliation:** Reconciling bank statements and accounts.
- **Payroll Support:** Assisting with payroll processing.
- **Reporting:** Helping with month-end/year-end closings and financial reports.
- **Software:** Using accounting software (e.g., QuickBooks, ERP-FIS) and MS Office (especially Excel).

#### **Accounts Officer – Echo Oil Pvt Ltd -- Aug 2021 – June 2023**

- Handled bookkeeping, GL posting, and ERP-based accounting operations.
- Processed vendor invoices, payments, and reconciliations.
- Performed daily bank reconciliation and monitored cash flows.
- Executed online banking transactions including bulk vendor payments.
- Prepared financial statements and monthly reporting schedules.

#### **Data Processing / Admin Officer – Muller & Phipps Pakistan (Pvt.) Limited & Ali Medical Centre -- Mar 2012 – Nov 2020**

- Working with cross-functional teams, such as IT and other departments, to understand data needs, resolve issues, and improve processes.
- Managed billing, patient records, documentation, and reporting.
- Handled petty cash, collections, and daily reconciliations.
- Coordinated with departments and vendors ensuring smooth operations.

#### **EDUCATION**

MBA – Finance, Foundation University Rawalpindi (2011)

B. Com – IT, University of the Punjab (2008)

#### **Reference**

References are available upon request.