

Usama Zaman

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CAREER MISSION

To grow and develop, to gain competitive advantage in pursuit for excellence. To seek synergy in the achievement of organizational and individualistic goals through focused networking of personnel & resources by providing transformational leadership and motivation.

JOB OBJECTIVES

A challenging career in an organization that lends me a supportive and result oriented learning environment with ample chances to contribute and diversify my knowledge, skills and offer me a platform for further growth. Also to make strategic, creative and innovative impact on organizations and individual alike through holistic approach seeking synergy, harmony, perfection and grace.

EDUCATIONAL QUALIFICATIONS

- > I. COM (2012) – Gujranwala, Pakistan.
- > Intermediate Board (2011) - Gujranwala, Pakistan.
- > DCHE Diploma (2011) – Gujrat City, Pakistan.
- > CIT Diploma (2008) – Gujrat City, Pakistan.

EXPERIENCE

- **Emirates NBD, Business Banking Credit unit Dubai (U.A.E)**

Bank Assistant- Jan 2013 – 2019

Responsibilities

- Managing office mail and dispatching docs.
- Managing customer's documents and arranging in the files.
- Monitoring inventory, office stock and helps in ordering supplies as necessary.
- Meeting and greeting clients and visitors to the office.
- Operating Telephone/Fax/Photocopier.
- Other duties as assigned.
- Minting CPV reports on daily and monthly biases.
- Scanning daily credit files in the server.

UAE Driving Experience (Emirates NBD BANK)

- Official, Computer items and documents delivering from murraqabat branch to Head office, Meydan Nad el Shiba, Business bay Downtown.
- Confidential documents which can't be sent through courier delivering to the concern authorities.
- Very well versed on reaching the locations on time.
- Almost familiar with all the locations of Dubai, Sharjah, Ajman Abu Dhabi Ras Al khaimah
- Experience with delivering items to the customer's location.
- Managing the all bank cheqs and deposit to bank account

- **Jumbo manpower service llc**

- **Imile delivery service**

Sales Executive or delivery associate : Jan 2024 – Till date

- Worked as sales and collection executive collect the Amazon product or carrefour or other Company s
- Selling cosmetics and electronic items according to the company policy.
- Maintained accurate sale and collection of including cash and inventory.

- Follow up for the collections to the customer.
- Managing daily dealer take the items deliver to the coustmer location.
Managing daily dealer cash in to the Bank deposit .
- Follow up with defaulting customers and meet the given collection target by the management of the company.
- Write reports of daily order and supply.
- Answer telephone calls to take orders, answer questions, and provide information during non-business hours.
- Giving training for the new joiners.
- Manage company's sales process.
- Generate leads & Manage client relationship on help desk.
- Almost familiar with all location of Dubai Sharjah Ajman ras al khaimah Abu Dhabi

- **Al Arabi delivery service**
- **- Dec 2020 – Dec 2023**

Responsibilities

- Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- Managing daily dealer sales and collection of including cash inventory
- Follow up for the collection to the coustmer.
- Managing daily items to all locations shipment
- Managing daily dealer take the items deliver to the coustmer location.
- Managing coustmer cash and deposit to dealer bank
- Managing vehicle insurance and renewal the vehicle also
- Identify computer or network equipment shortages and place order
- Maintain records/logs of repairs and fixes and maintenance schedule.

PERSONALITY TRAITS

I am described as a reliable, dependable, proactive, assertive, professional, who has the ability to organize, prioritize and handle multiple tasks proficiently. I am a confident communicator, a fast learner and am always willing to accept new challenges. I am able to maintain cordial relationships at all levels. I am able to work in extremely busy environments. I am dedicated to work and have a positive approach to customer or client service. I respect confidentiality and am responsible in attitude.

INTRESTS

- Reading informative books and magazine.
- Playing Cricket and Football
- Listening to Music.
- Traveling.

COMPUTER QUALIFICATIONS

- Proficient in all Windows Applications such as Word, Excel, Power Point and Internet.
- Basic Adobe Photoshop.

SKILLS

- Good knowledge of English Arabic and Urdu, both written and spoken.
- Integrity, Dedication to work and Loyalty for Organization.
- Punctual and reliable.
- Good Team Player.
- Calm Personality can handle stress Very well.

Holds Valid UAE Driving License:

References: To be furnished upon request.