From Qatar

USAMA AHMED
ADMIN

CONTACTS @

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🌐 Doha- Qatar, Doha, 0000, Qatar

ABOUT ME 👤

Highly Analytical, result-driven admin at working quickly and accurately under tight deadline & adapted at all function of sales department accounting, invoicing, listing, costing, pricing, order, stock analysis, catalogue, advertisement, huge info about tally prime, photoshop, excel, video ad making etc.
Dynamic and detail-oriented administrative professional with a strong analytical mindset and a proven track record of delivering results efficiently under tight deadlines. Proficient in all aspects of sales department functions, including accounting, invoicing, pricing, and stock analysis. Skilled in Tally Prime, Photoshop, Excel, and video ad creation. Eager to contribute my expertise and join a forward-thinking team.

LANGUAGES 🔤

English

urdu

WORK EXPERIENCE 💼

JAN 2023

ADMIN
Dubai International Trading Est. QATAR | Doha

- Working in tally system to prepare all the accounting records and client's information.
- Sales department accounting, invoicing, listing, costing, pricing, order, stock analysis, catalogue, advertisement, huge info about tally prime, photoshop, excel, video ad making etc.

JAN 2023
PRESENT

ADVERTISER
online | doha

- Optimized digital ads, reducing CPA by 40% in 3 months
- Successfully launched 10+ multi-channel campaigns annually
- Boosted brand awareness 70% via strategic media planning
- Drove 150% increase in ROI through targeted ad campaigns
- Optimized digital ads, reducing CPA by 40% in 3 months
- Increased lead generation by 200% with data-driven strategies

EDUCATION 🎓

MATRIC IN COMPUTER SCIENCE
Higher school Murree pk | Murree

INTEGRATED COMPUTER SCIENCE
Islamabad model college Pakistan | Islamabad

DIPLOMA OF COMPUTER SECURITY
Credit college kamra base Peshawar | Peshawar

PERSONAL DETAILS

Date of birth
02 Aug 2001

Nationality
PAKISTAN

Visa status
2+ Years' Experience (1 Years - Qatar + 1 Years PK)

Marital status
Single

COURSE OF EXCEL PHOTOSHOP

IC computer system Islamabad | Islamabad

SKILLS

Listing Coordination

Product Cataloging

Photoshop Actions

DesignBuilder

Search Techniques

Tally System

Logo Design

excel