



USAMA AHMED

📍 Doha, QATAR 00000

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Professional Summary

Responsible passionate about delivering outstanding quality and service. Offering years of experience in industry with history of recognition for performance.

Skills

- Tally Prime System
- Photoshop
- Strategic thinking
- Product Cataloging
- Search Techniques
- Administrative support
- Data-driven decision making
- Social media management
- Inventory management
- Researching
- Customer Service
- Video ad creation
- Excel
- Branding
- Photoshop Actions
- Design Builder
- Logo Design
- MS Office Suite
- Market research
- Communication skills
- Active listening
- Cataloguing
- Printer and scanner

Work History

01.2023 - 06.2024

ADMIN

Dubai International Trading Est. - Doha, Qatar

- 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, info about tally prime, photoshop, excel, video ad making etc
- 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
- Handled sensitive information discreetly, maintaining strict confidentiality at all times as required by company policy or legal regulations.
- Dynamic and detail-oriented administrative professional with a strong analytical mindset and a proven track record of delivering results efficiently under tight deadlines

07.2024 - Current

- Proficient in all aspects of sales department functions, including accounting, invoicing, pricing
- Enhanced internal communication by creating a centralized information hub accessible to all staff members.

Accounts Assistant

Dubai International Trading - Doha

- Assisted in the preparation of accurate financial reports for senior management decision making.
- Prepared and mailed invoices to customers, processed payments, and documented account updates.
- Improved cash flow management by monitoring accounts receivable and following up on overdue invoices.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
- Input high volume of monthly invoices with consistent accuracy.
- Maintained files, records, and chronologies of entry activities.

01.2023 - Current

ADVERTISER

online - Doha

- idiacreativehub.art (my website)
- Logo
- Product brochure
- Catalogue
- Branding ,
- Created broad range of work using various design techniques.
- Designed website layouts, templates, and unique branded looks.
- Put together videos for social media, advertising, and informational purposes.
- Developed unique branding concepts for clients, leading to improved recognition and market growth.
- Balanced creativity with practicality by aligning innovative design concepts with client objectives, ensuring both aesthetics and functionality were achieved.
- Increased advertising revenue by identifying and targeting potential clients in various industries.

01.2022 - 10.2022

Data Entry Clerk

TECHBRAVO - ISLAMABAD PAKISTAN

- Maintained strict confidentiality of sensitive client information, ensuring compliance with industry regulations and company policies.
- Completed data entry tasks with accuracy and efficiency.
- Organized, sorted, and checked input data against original documents.
- Verified accuracy of data entered into system to produce error-free reports.

10.2022 - 01.2023

Administrative Intern

PUNJAB CASH & CARRY - ISLAMABAD PAKISTAN

- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Enhanced team communication by responding to internal requests and inquiries in a timely manner.
- Monitored office supplies and ordered low-stock items to prevent unexpected shortages.
- Received and screened incoming calls, emails and visitors and alerted

administrative manager to priority matters.

Personal Information

- Date of Birth: 08/02/01
- Nationality: Pakistan
- Marital Status: Single

Education

- 01.2023 Office 360, PHOTOSHOP, ICC COMPUTERS - ISLAMABAD, Pakistan
- 05.2022 DIPLOMA, COMPUTER SECURITY, Credit College Kamra Base - ISLAMABAD, Pakistan
- 02.2022 INTEGRATED COMPUTER, SCIENCE, Islamabad Model College - ISLAMABAD, Pakistan
- 08.2019 MATRIC, COMPUTER SCIENCE, Higher School Murree - Murree, Pakistan, Pakistan

Hobbies And Interests

- Creativity
- Reading
- Writing
- Painting
- Drawing
- Crafting
- Swimming
- Photography
- Writing poetry