



Usama riasat

Contact

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☎ +923339693060

📍 Jungle khel Kohat

Education

Bachelor in media studies
IQRA Universits Islamabad
2020-2024

Fsc/college
**Management science college
Kohat**
2016-2018

Skills

- Data management and record-keeping
- Cash handling and financial accuracy
- Procurement, sourcing, and inventory control
- Customer service

Language

English

Urdu

Pashto

About Me

Professional with experience in computer operations, cash handling, and raw material procurement. Skilled in data management, financial transactions, and inventory control. Proven ability to work efficiently in fast-paced environments. Strong technical and customer service skills. Detail-oriented and organized with a focus on accuracy and productivity.

Work Experience

March 7-2016 to November 30 -2018
Fiza medical Center

Computer operator & appointment setter

- Data entry and record management
- Accurate documentation and reporting
- Technical support and issue resolution
- Scheduling appointments and managing calendars
- Effective communication with clients and stakeholders

April 1-2023 to March 31-2025
Gunj Construction solutions

Raw material Supervisor

- Procurement and sourcing of raw materials
- Supplier relationship management
- Timely delivery and logistics coordination
- Compliance with safety and regulatory standards

April 3-2025 to August 31 2015
Mujtaba Traders

Cashier

- Handling cash transactions accurately
- Maintaining cash register and balancing cash drawers
- Managing transactions, refunds, and exchanges

References

Abdul saboor
Mujtaba traders / CEO

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Dr.Haris
Peshawar diagnostic center/ CEO

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