

Usman Asghar Cheema



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OBJECTIVE

- To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

EDUCATIONAL HISTORY

2011 MBA (Finance) University of Engineering Technology, Taxila, Pakistan
2010 BBA (Honor's in Finance) APCOMS (Affiliated with NUML), Pakistan

WORK EXPERIENCE

□ **Cadet College Sialkot- Admin / Purchasing Officer (Dec 2017 till date)**

- Act as the point of contact for all employees, providing administrative support and managing their queries.
- Managing office stock, preparing regular reports (e.g. expenses and office budgets) and organizing college records.
- Maintain records of goods ordered and received.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Analyze market and delivery systems in order to assess present and future material availability.

MHR International Riyadh - Sales & Operations (Jeddah) - (Jan 2015 to Jul 2017)

- Build Strong Relation with customers.
- Meet with them to give knowledge about products.
- Coordinate with sales team to generate sales.
- Managing Operations of warehouse.
- Build relation with new customers.
- Explore more western area to grab opportunity in market for sales.
- Achieve sales targets.

- Prepare sales reports weekly and monthly of western region.
- Maintain Credit data of customers.
- Inventory Management.
- Coordinating with the client for on time deliveries & with team.
- Check for the shipment arrival with supplier and our forwarder.

Faysal Bank - (Fulcrum (Pvt) Ltd) -Customer Services - (Feb 2013 to Jan 2014)

- Coordinate with all regions consumer teams.
- Prepare sales reports of all four regions.
- Support to sales team.
- Processing of consumer cases and get them approved.
- Coordinated with Credit Administration Department.
- To achieve monthly sales target, through channel and direct sales.
- And to provide product knowledge to customers and to convince them for purchasing product.
- After sales services to customers to resolve queries.

ORAZONE - Diversified Business Solutions - Procurement- (Mar, 2010 to July, 2012)

- Review and analyze all vendors/suppliers, supply, and price options.
- Maintain records of purchases, pricing, and other important data.
- Negotiate the best deal for pricing and supply contracts.
- Negotiation with vendors for price reduction.
- Review and analyze all vendors/suppliers, supply, and price options
- Generation and issuance of purchase order to selected vendor.
- Fulfillment of purchase orders.
- Maintain and update list of suppliers and their qualifications, delivery times, and potential future development.

ACHIVEMENTS

- Organizing Member of Workshops on Islamic Banking, Emotional Intelligence, Research Method
- Attended Seminars & Workshops in Various Business Topics
- Worked as Volunteer In Organizing Committee DAWN Lifestyle Expo at Convention Centre Islamabad.

INTEREST

- Fluent in English and Urdu.
- Adept at using Word, Excel, PowerPoint, HTML, Adobe, Macromedia Flash. Excellent communication skills, comfortable with working in a team, good entrepreneurial skills, experienced in intensive group work & interpersonal skills for various projects.
- High confidence, being able to handle pressure situations.
- Martial Arts, adventure travelling, swimming and motor sports.

PERSONAL INFORMATION

- D.O.B: 09th November 1986
- Nationality Pakistani
- Religion Islam
- Languages English, Arabic, Urdu

REFERENCES

- Will be furnished upon request.