

MUHAMMAD USMAN

- 📍 Riyadh , Saudi Arabia
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Professional Summary

Dedicated and results-driven Accounts & Admin professional with 12+ years of diverse experience across the petroleum, healthcare, education, and transportation sectors. Proficient in record management, bookkeeping, ERP & QuickBooks, and other accounting software. Strong expertise in vendor handling, data management, and administrative support. Known for accuracy, reliability, and cross-functional coordination in fast-paced environments focused on operational efficiency and financial integrity.

Core Competencies

- Bookkeeping & Financial Record Maintenance
- Vendor & Customer Account Reconciliation
- ERP Systems & QuickBooks Expertise
- Cash Flow Management & Bank Reconciliation
- Online Banking (IFT, IBFT, Bulk Payments)
- Inventory Control & Stock Management
- MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Administrative Support & Interdepartmental Coordination
- Data Entry, Processing & Documentation

Professional Experience

Accounts Executive

Inma Al-Madina Co. Ltd. July 2025 – Present

- Processing and reconciling daily sales transactions from retail customers.
- Monitoring and managing inventory levels, conducting stock counts, and maintaining inventory accuracy.
- Preparing and submitting financial reports, including month-end and year-end close reporting.
- Reconciling cash and credit card transactions to ensure accuracy.
- Preparing VAT reconciliations and completing and submitting VAT returns.
- Handling administrative tasks related to sales, such as inventory updates and managing customer information.

Accounts Officer

Echo Oil Pvt Ltd — Aug 2023 – June 2025

- Maintain accurate daily financial records and bookkeeping through ERP and QuickBooks.
- Process vendor invoices, track payables, and ensure timely disbursement of payments.
- Manage online banking functions including IFT, IBFT, and bulk payment transfers.
- Assist with cash flow monitoring, daily bank reconciliation, and financial data reporting.
- Provide administrative coordination for office operations and interdepartmental support.
- Supervised office operations, ensured compliance, and supported cash flow monitoring and reconciliation tasks.

Data Processing / Admin Officer

Ali Medical Centre — Mar 2012 – Nov 2022

- Supervised Operational activities including appointment scheduling, patient records, and billing support.
- Managed petty cash, handled payment collections, and reconciled daily receipts with finance.
- Prepared and maintained accurate records of expenses, procurement, and vendor dealings.
- Supported coordination between medical staff and administration for smooth operations.
- Assisted in preparation of reports, filing systems, and overall office documentation control.
- Handled documentation and daily reporting tasks.
- Managed patient records and coordinated with medical staff.
- Handled account reconciliations, petty cash, and interdepartmental documentation

Education

MBA – Finance

Foundation University, Rawalpindi — 2011

B. Com – Information Technology

University of the Punjab — 2008

Declaration

I certify that the information provided is accurate and that I will perform all duties with professionalism, integrity, and commitment.