USAMA AKRAM

st#4, colony Ali Garden near kaleem shaheed colony#2 Faiasalabad ,
Pakistan

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03046218144
DOB 9-5-1998

Objective

A hard working individual looking for a challenging position Where i can showcase my skills and contribute to the growth of the of organisation. I would like to enhance my technical and soft skills by taking up challenging assignments and expanding my knowledge.

Experience

TCS pvt Ltd   **26-2-2021 - continues**
Operation Assistant
Ensuring the immplementaion and monitoring of all operations KPIs and SOPs.
Genrating reports and share with concern for finalizing within KPIs.
Assisting in resolving any data related isues.
Collecting data from various sources and enter into database.
Coordinating office activities and operations to secure efficiency and compliance to company policies.
Sorting and organizing paperwork after entering data to ensure it is not lost.
Handling Complains and quries approperiately.
Supporting and budgeting bookeeping procrdure.
Performing administrative tasks, inluding filing, scheduling and crrespondence while supporting the HR department with employ records and documentation.
Assisting colleagues whenever necessary.
Performing other duties as assigned.

Education

GCUF
BS Chemistry
2020 — **68%**

BISE SGD
F.Sc (pre eng)
2016 — **61%**

BISE SGD
Matriculation
2013 — **76%**

Skills

- Excellent communication and interpersonal skills.
Target oriented and appetited for challenge.
Ability to work under pressure.
Ability to multitasking in minimum supervision.
Familiar with basic data analysis techniques.
Analytical skills.
Good decision making skills.
Problem solving skills.
Time management skills.
Proficient in use of MS Office(ms excel, ms word,ms power point,ms outlook) and other communication gadgets.
Fast and accurate typing skills with attention to details.
Good written and verbal communication skills.
Presentable and good attitude.
Excellent skills on English and Urdu.

Reference

Reference will be furnished on demand.