

## PERSONAL INFORMATION

MUHAMMAD USAMA REHMAN

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**PERSONAL STATEMENT** I am young professional with my MBA (Finance). I aspire to be the part of reputed and dynamic organization where I can learn and upgrade my knowledge and experience to the most competent level. I am self-motivated, team player and has a practical approach to problem solving and a drive to see things through to completion.

## WORK EXPERIENCE

03/2020 to till

**Business Analyst**  
Medina Dairy UK

02/2019-11/2019

**Finance Manager**  
Logistic Partner

04/2016–07/2018

**Inventory Officer**  
Frobel's International Pvt. Ltd.

## EDUCATION AND TRAINING

2013–2017

**Masters in Business Administration**

International Islamic University, Islamabad, Pakistan, Islamabad (Pakistan)

2011–2013

**Bachelor in commerce**

Punjab College of Commerce, Rawalpindi, Pakistan, Rawalpindi (Pakistan)

2007–2008

**Higher Secondary School Certificate (I-COM)**

Punjab College of Information Technology B-1372, S/Town, Rawalpindi,

Pakistan

2007-2009

**Secondary School certificate (Matric)**

F G Boys Model School I-10/2 Islamabad, Pakistan

## WORK EXPERIENCE DETAILS

03/2020 to Till

### Business Analyst

#### Medina Dairy UK

Preparing **Key Performance Indicators** Collecting and disseminating data reports according to use

Providing **technical insight** while streamline reporting, forming **spreadsheets** to analyze business requirements.

Designing and developing reporting tools that are then deployed across the organization.

Use **SQL** and **servers** to design and deploy these systems, frequently collaborating with

**IT** professionals to **troubleshoot** systems and **train employees** on their use.

Frequently work across business lines, **conferring with managers and executives** to gather requirements and specifications while developing **enhanced data and reporting** tools.

Familiar with data management principles and practices, including **metadata management and data access technologies**.

Working on **BSC (Balance scorecard)** which help to make strategy and Planning.

Get the raw data and apply following process on it for higher management.

#### **Business Intelligence (BI)**

##### **Business as Usual**

##### **Cascading**

##### **Critical Success Factor**

Calculation of **VAT** (Value added Tax) on sale invoices.

02/2019-11/2019

### Finance Manager

#### Logistic Partner

Reconcile **Balance sheets** collating, preparing and interpreting reports, **budgets, accounts, commentaries and financial statements**.

Producing long-term business plans controlling income, **cash flow and expenditure**.

liaising with managerial staff and other colleagues.

Manage and monitor metrics, **KPI tracking**, and reports.

Evaluate the **financial performance** of the organization and measure **returns on investments**.

Assists management to make **financial decisions**.

Maintains an accurate filing and record keeping system for all financial statements and company documents.

Participates in the execution of changes to procedures, policies, and systems to facilitate expansion, compliance, and scaling of the business.

04/2016–07/2018

### Inventory Officer

#### Frobel's International Pvt. Ltd.

Devising ways to **optimize inventory control** procedures.

**Inspecting** the levels of business supplies and raw material to identify shortages

Ensuring product stock is adequate for all distribution channels and can cover direct demand from customers.

Manages schedules of employees, deliveries and **shipments** to optimize operations.

Design and implement an **inventory tracking system** to optimize inventory control procedures.

Examine the levels of supplies and raw material to determine shortages.

Documentation of daily deliveries and shipments to update inventory.  
 Prepare detailed reports on inventory operations, stock levels, and adjustments.  
 Respond to **sales inquiries and purchase orders**; **collect and analyze data** to determine appropriate order quantities; process orders for shipment.

## PROJECTS

- Comparative analysis of Commercial and Islamic Banks.
- Marketing Plan of Rock Star presentation 'BULLY'
- Recruitment process of Multinational Organizations.
- Ratio Analysis of Financial Statement of Meezan Bank.
- Business plan for new business
- Red bull – Introducing new brand and exploit market
- Inflation – And its impact on economy of Pakistan
- Olper's milk – Strategies and penetrate in market and its management
- Research on living standards of people of Pakistan and Number of
- Working capital management of cement and cotton sector of Pakistan
- Impact of foreign direct investment on economic growth and poverty reduction in Pakistan
- Ratio analysis of Commercial Banks
- Case study on Apple Inc, Wal-Mart, General Electric, Gucci and Ducati

## PROFESSIONAL SKILLS

- SAP Hana Live
- MS Excel
- MS Word
- Pivot Table
- Power pivot
- BI (Business Intelligence)
- Data Visualization
- Creating a detailed business analysis, outlining problems, opportunities and solutions for a business
- Budgeting and forecasting
- Planning and monitoring
- Variance analysis
- Pricing
- Reporting
- Defining business requirements and reporting them back to stakeholders

## LANGAUGE

Mother tongue(s)

Urdu

Foreign language(s)

English

C1

B2

C1

B2

B2

IELTS 6.5 (2017)

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

### Communication skills

- Good knowledge of vocabulary and spelling.
- Possess good language skills.
- Excellent communicator and good listening skills.

### Organizational / managerial skills

My work experiences up till now allows me to develop both theoretical and practical skills like.

- Management skills.
- Quality control.
- Good planning, organizational and time management skills.
- Sufficient ability to organize workshops.
- Analyzing and interpreting result.
- Writing up the reports.
- Conducting research.

### References:

Provided on demand