

# Mariam Usman

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## EDUCATION:

**Abbottabad University of Science and Technology, Abbottabad, Pakistan**

**2017-2021**

Bachelors in Business Administration

Majors: Marketing

## PROFESSIONAL EXPERIENCE:

**Red Tale Studio Pvt. Ltd, Islamabad**

**Feb 2021 – Present**

- Working as an HR & Finance Manager in Red Tale Studio Pvt. Ltd, I-8 Markaz, Islamabad Pakistan.
- Prepare annual budget and ensure teams are kept informed of budget changes.
- Run and distribute monthly and quarterly budget reports; prepare to discuss and create a story around spend and projected spend.
- Lead Budget Governance process creation; identify and implement opportunities for continuous improvement.
- Review HR and Executive Office budget on a regular basis and provide updates to Exec Office team.
- Prepare quarterly and year-end projections to ensure on-target spend of organization budget.
- Track large spend items across HR and monitor relief needs and headcount/budget movements within or outside HR
- Create and maintain internal budget documents.
- Maintain ongoing communication with HR Budget Leads and Executive Office regarding budget status, deadlines and milestones.

**Python Leads LLC**

**May 2021 – Oct 2021**

- Worked as a Business Development Executive at Python Leads LLC, Islamabad Pakistan.
- Identify, qualify, and secure business opportunities
- Built business relationships with potential clients
- Create and maintain a list/database of prospect clients
- Make multiple outbound calls to potential clients; closing sales and assisting client through the closing process
- Maintain a pipeline of all sales administration using CRM software (Hubspot)

**Roots Education Consultants, Islamabad, Pakistan**

**Jan 2020 – Jan 2021**

- Ensure conversions of potential online leads from the study abroad section of the portal by virtual connects (Calls/Skype/WhatsApp) into confirmed admissions in the partner universities / institutions
- Coordinate and maintain a strong relationship with students, institutions, universities and university representatives
- Demonstrate expertise for shortlisting of partner universities according to the student profile and ensure documentation along with visa processing guidelines.
- Maintain weekly/monthly reports and process related matrices showing progress on student conversions/target achievement

**Regional Tax Office, Islamabad, Pakistan. (Intern)**

**Jan 2019 - Apr 2019**

- Performed administrative tasks such as; printing tax returns, typing, filing, data entry and copying
- Review and understand prior year tax returns
- Assisting seniors in preparing the tax returns and accounts for various clients.

## References

Will be furnished on demand.