



Usman Aslam

Date of birth: 01/06/1993 | **Nationality:** Pakistani | **Gender:** Male |

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Al Rigga road, dubai UAE, 00000, Dubai, United Arab Emirates

About me:

My motive is to work in an environment, timely and demanding technical skills and to excel in my field with hard work, perseverance and dedication. To seek, learn & provide knowledge by motivating and developing others. To be a part of the success in an environment of growth and excellence by seeking an opportunity where I can use my experience and education to help the organization meet and surpass its goals.

WORK EXPERIENCE

01/09/2020 – 31/01/2022 – Dubai, United Arab Emirates

FUNCTIONAL CONSULTANT – ODOO

- Documenting the business requirements
- Hands on experience of Odoo Modules (Sales, Purchase, HR, Payroll, CRM, POS, Website)
- Setting up Point of Sales systems in Odoo for Restaurants, Retails, Saloons etc.
- Backend functionality of Odoo inventory, accounting with the Point of Sale systems and adding integrated
- plugins/modules and customized Third party plugins/modules for Odoo POS for loyalty card systems and more.
- Testing of Third party plugins/modules thoroughly.
- Setting Record Rules, Restrictions, Posting Payments
- Altering, modifying views accessed through models.
- Onsite Training of Clients and helping them understand basic and complex functionality of modules
- Online tech support for Odoo modules or resolving issues for any sort of errors remotely
- Identifying Gaps in Odoo standard functionality
- Configuring standard modules based on requirements
- Ensuring that the reporting requirements are adequately addressed
- Data import & export
- Training the end users

31/01/2017 – 08/02/2020 – Dubai, United Arab Emirates

CUSTOMER SERVICE REPRESENTATIVE /ADMIN (EMIRATES NBD) – TRANSGUARD GROUP LLC

Hands on experience of admin & Helpdesk.
Serves visitors by greeting, welcoming, and directing them appropriately.
Notifies company personnel of visitor arrival.
Excellent skills and trainings of CCTV and Fire & Safety Operations
Maintains security and telecommunications system.
Informs visitors by answering or referring inquiries.
Directs visitors by maintaining employee and department directories.
Excellent skills to manage reception management software

12/04/2014 – 10/01/2016 – Dubai, United Arab Emirates

SITE SUPERVISOR – BIN DASMAL CONTRACTING LLC

Supervising workers, subcontractors and work activities.
Preparing and presenting site inductions, safety briefings and toolbox talks.
Assessing and managing safety hazards.
Ensuring appropriate site rules and welfare facilities are in place.
Manage all documentation.

07/02/2013 – 10/11/2014 – Islamabad, Pakistan

CALL CENTER REPRESENTATIVE – SYNTRAX TECHNOLOGIES

Supervising workers, subcontractors and work activities.
Preparing and presenting site inductions, safety briefings and toolbox talks.
Assessing and managing safety hazards.
Ensuring appropriate site rules and welfare facilities are in place.
Manage all documentation

● **EDUCATION AND TRAINING**

10/09/2009 – 18/01/2014 – Lahore, Pakistan
DIPLOMA OF ASSOCIATE ENGINEERING – Punjab Board of Technical Education Lahore

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C2	C1	C1
ARABIC	B2	B2	A2	A2	B1

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

● **DIGITAL SKILLS**

Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Microsoft Office | Google Drive | Google Docs | Outlook | Odoo ERP - implementation experience

● **VISA STATUS**

Freelancer
