



PERSONAL INFORMATION



USAMA AKHTAR

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Nationality: Pakistani | Gender: Male | Date of Birth: 10 July 1996 | Marital Status: Married | Religion: Islam | Emirates ID: 784-1996-3816598-7 | Driving License Issued: 17 February 2020

PROFILE SUMMARY

Dedicated and results-driven professional with over 7 years of progressive experience in transport coordination, administration, accounting, and customer service. Demonstrates a high level of integrity, problem-solving skills, and the ability to thrive in fast-paced environments. Proven ability to manage multiple roles across transport, finance, and administrative operations, while delivering consistent and measurable outcomes. Highly adaptable, well-organized, and committed to maintaining professional standards and customer satisfaction.

WORK EXPERIENCE

May 2021 – Present

Transport Supervisor / Accounts & Admin

Fly Star Passenger Transport by Buses LLC, UAE

- Supervise daily transport operations including scheduling, routing, and vehicle assignment.
- Handle administrative duties, document control, and reporting for transport activities.
- Maintain accurate financial records, prepare invoices, and manage petty cash.
- Coordinate with clients and drivers to ensure timely and safe transportation.
- Ensure compliance with UAE transport and safety regulations.
- Conduct inspections and follow-ups on vehicle maintenance schedules.

May 2021 – Present

Ransport Supervisor & Coordinator (Contractor)

Spark Security, UAE (Through Fly Star Passenger Transport)

- Coordinate daily staff transport for Spark Security employees across various locations.
- Communicate with dispatch teams, drivers, and HR for seamless operations.
- Monitor transport efficiency and implement improvement plans.
- Ensure all vehicles are operational, clean, and meet safety standards.
- Maintain shift schedules and resolve any employee transport issues promptly.
- Liaise with Spark Security for coordination and performance reviews.

July 2019 – May 2021

Senior Accountant & Admin

Golden Bird General Transporting LLC, UAE

- Prepared financial statements, budgets, and reports in compliance with company policies.
- Managed accounts receivables/payables and reconciled bank statements.
- Oversaw payroll, leave records, and employee files.
- Handled government document renewals and transport documentation.
- Improved financial accuracy and timely reporting.
- Supported management with monthly audits and forecasts.

March 2017 – July 2019

Salesman / Cashier / Accountant / Data Entry Operator

Total Super Market LLC, UAE

- Assisted customers, processed payments, and handled POS transactions.
- Maintained daily cash registers and balanced sales reports.
- Recorded inventory data and managed stock entries.
- Entered accurate data into accounting systems and prepared daily sales summaries.
- Delivered exceptional customer service to improve satisfaction and loyalty.
- Supported back-office functions and ensured smooth store operations.

2014 – 2016

Graphic Designer

Smart Advertising Agency, Pakistan

- Designed promotional materials, banners, flyers, and digital content.
- Collaborated with clients to understand design requirements and branding guidelines.
- Worked on layout design, typography, and image editing.
- Ensured high-quality printing and timely delivery of marketing materials.
- Managed multiple projects while meeting tight deadlines.
- Maintained creative consistency across all visual communications.

EDUCATION

Bachelor of Science (BSc)

Intermediate in Computer Science (ICS)

Matriculation – Science Group

PROFESSIONAL SKILLS

- Transport & Logistics Coordination
- Financial Accounting & Bookkeeping
- Administrative Operations
- Data Entry & Documentation
- Customer Service Excellence
- Graphic Designing
- Microsoft Office (Word, Excel, PowerPoint)
- Transport Software & Police Portal Systems (Dubai & Abu Dhabi)

CORE COMPETENCIES

- Time Management & Punctuality
- Multitasking & Problem-Solving
- Team Leadership & Supervision
- Communication & Interpersonal Skills
- Organizational Efficiency
- Integrity & Professional Conduct
- Adaptability to New Challenges
- Attention to Detail

LANGUAGES

English – Excellent (Written & Spoken)

Urdu – Native Fluency

Arabic – Excellent

INTERESTS & HOBBIES

- Book Reading
- Cricket & Volleyball