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## PROFESSIONAL SUMMARY

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An Administrative Assistant is a supportive role in an office. They are responsible for managing and distributing information among their co-workers, answering phones, and doing other administrative work like schedules meetings and supports visitors. Carries out administrative duties such as filing, typing, copying, binding, scanning etc. Completes operational requirements by scheduling and assigning administrative projects and expediting work results

## WORK EXPERIENCE

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### **Customer sales executive**

Nov 2020 - Oct 2022

Mindbridge.Pvt.Ltd • Lahore

Exceeded goals through effective task prioritization and great work ethic Participated in continuous improvement by generating suggestions, engaging in problem- solving activities to support teamwork Identified issues, analyzed information and provided solutions to problems. Actively listened to customers' requests, confirming full understanding before addressing concerns. Received and processed stock into inventory management system. Maintained excellent attendance record, consistently arriving to work on time. Monitored company inventory to keep stock levels and databases updated. Developed team communications and information for meetings

### **Security Officer**

Sep 2018 - Sep 2019

European Guarding & Security Services • Doha

Gathered information, identified and implemented resolution, planned follow-up and logged and filed incident report to successfully manage complaints. Oversaw daily monitoring and patrolled buildings, grounds and work sites. Performed pat-downs to look for unauthorized materials and weapons. Acted quickly during emergency situations to reduce opportunity for damage and injury. Executed security rules and procedures and calmly and promptly escorted non-compliant individuals out of building. Monitored and authorized entrance and departure of vehicles, cargo trucks and visitors. Monitored central alarm systems for fire, intrusion and duress alarms

## EDUCATION

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### **Intermediate Of Computer Science**

May 2015 - Sep 2017

Govt. Boys Higher Secondary School • Chakwal, Pakistan

Intermediate of Computer Science (ICS) programme is a collective study of computer and science to provide a general education in information technology and software development. Computers have revolutionised the way we live today, and they are now employed in both school and everyday life

### **Matriculation in Computer Science**

Apr 2013 - Jul 2015

Govt. Boys Hig School • Chakwal, Pakistan

Matric science group is the study of Medical (Biology) and Engineering (Computer Science and mathematics) for those students in future they want to pursue medical fields, engineering fields, and vast field of Information software technology

## SKILLS

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- Customer Relationship Building
- Sales Coaching
- Background Investigations
- Risk Analysis Training
- Weapons Training
- Criminal Investigations

## AWARDS AND HONOURS

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### **Quaid-e-Azam Scout Badge Examination Certificate**

2015

Boy Scouts are awarded certificates duly signed by the Worthy Governor / Chief Scout Punjab. Punjab Boy Scouts Association plans to organize this test as per schedule attached herewith

### **Quaid-e-Azam Scout Badge Examination Certificate**

2016

Quaid-e-Azam Scout Badge is the highest rank badge for Boy Scouts in Pakistan. Every year teams of expert Scouts Leaders conduct this test at district / tehsil levels. This test consists of written, practical and viva voce