

Usman Bukhari

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Professional Summary

Motivated and adaptable professional with over 13 years of diverse experience in operations coordination, customer service, office administration, and sales. Holds a valid UAE driving license and proven ability to handle multi-tasking environments. Strong communicator with a focus on delivering quality service and maintaining smooth office functions. Seeking opportunities in operations, driving, or administrative support roles.

Key Skills

- UAE Driving License
- Office Administration
- Operations Coordination
- PRO Services work Knowledge
- Team Management
- Sales and Product Promotion
- Microsoft Office (Word, Excel, Outlook)
- Document Handling & Filing

Professional Experience

Admin & Operations Coordinator

Star Elite Wooden Industry
Sajjah Industrial Area Sharjah

Feb 2024 - Apr 2025

- Handling visa processing services and typing center tasks.
- Coordinating document submissions, follow-ups with clients, and government system entries.
- Coordinated daily operations across production, inventory, and logistics to ensure smooth workflow.
- Monitored raw material levels and coordinated timely procurement from suppliers.
- Scheduled and tracked production orders to meet client deadlines and quality standards.
- Liaised between departments (design, production, and sales) to streamline communication and resolve issues.
- Maintained accurate records of work orders, deliveries, and inventory in ERP or manual systems.
- Ensured compliance with workplace safety and quality control standards.
- Assisted in managing labor schedules and resource allocation based on project demands.
- Conducted regular audits and reported operational performance to senior management.

Operations Coordinator

Easy Line Delivery Services

Sharjah

Nov 2022 - Jan 2024

- Coordinated daily delivery schedules and assigned routes to drivers for timely and efficient service.
- Monitored real-time delivery operations and resolved delays, route issues, or customer concerns.
- Collaborated with logistics, warehouse, and customer service teams to streamline delivery processes.
- Tracked vehicle usage, maintenance schedules, and fuel consumption for optimal fleet performance.
- Maintained records of deliveries, driver logs, and incident reports.
- Ensured compliance with safety regulations, traffic laws, and company delivery policies.
- Handling visa processing services and typing center tasks.
- Coordinating document submissions, follow-ups with clients, and government system entries.

Medical Sales Officer

Sami Pharmaceutical Pvt Ltd

Karachi Pakistan

Nov 2012 - Apr 2022

- Promoted and sold pharmaceutical products to doctors, hospitals, and healthcare professionals.
- Built and maintained strong relationships with medical professionals to drive product awareness and sales.
- Conducted product presentations and provided scientific information on drug efficacy, dosage, and side effects.
- Achieved sales targets and expanded customer base within assigned territory.
- Monitored market trends, competitor products, and provided feedback to marketing and product teams.
- Organized and attended medical conferences, workshops, and promotional events.
- Maintained records of sales activities, client interactions, and submitted regular reports to management.
- Ensured compliance with regulatory and ethical guidelines in all sales practices.

Achievements

- Visited Dubai in 2014 on Target Achievement
- Visited Malaysia in 2015 on High Performance
- Visited Turkiye in 2017 on Best Seller Performance in the region

These Achievements perform in SAMI PHARMACEAUTICAL Pvt. Ltd

Education

Diploma in Commerce 2008 - 2009

PBTE Lahore, Pakistan

Personal Information

Marital Status: Married

Nationality: Pakistani

DOB: 11-03-1989

Certifications & Training

- Basic Computer Course (MS Office)
- Customer Service Skills Workshop (In-House)

Languages

- English (Good)
- Urdu (Fluent)

References

Available on request.

Note: Willing to join immediately. Visa under processing.