



USMAN RIAZ

Odoo Certified Consultant

📍 Bahrain 13

☎ +97334012137

✉ usmanriaz12137@gmail.com

SUMMARY

Accomplished financial management and accounting professional with 5 years of demonstrated ability to positively impact company growth. Proven skill in employing accounting and financial management best practices and team leadership. Committed to introducing changes to achieve continuous improvement and successfully influencing processes driving operational excellence. Expertise in financial statement preparation and analysis, operational management, forecasting, and cost control.

SKILLS

- Project management
- Strong Communication skills
- Innovative and flexible
- Complex problem solver
- Strategic planning
- Data Migration
- Requirements Gathering
- Cross-Functional Collaboration

EXPERIENCE

ODOO ERP SENIOR FUNCTIONAL CONSULTANT, 10/2022 - Current

Inforise Gold Partner (Bahrain, Qatar)

- Coordinated the installation of software systems and collaborated with the user experience team on the design and implementation of new features.
- Maintained comprehensive documentation of processes related to the configuration of the system.
- Created test plans and executed unit tests to ensure quality assurance standards were met.
- Established clear system performance standards and wrote specifications.
- Coordinated testing and validation procedures through the software development lifecycle.
- Improved and corrected existing software and system applications.
- Assisted in the creation of data migration strategies from legacy systems into the Odoo ERP environment.
- Developed detailed design specifications for custom development projects.
- Identified opportunities for process improvements to decrease support calls.
- Managed multiple projects simultaneously while meeting deadlines consistently.
- Collaborated with the support team to assist client stakeholders with emergent technical issues and develop effective solutions.
- Provided training sessions on how to use the various components within the Odoo ERP system.

ODOO ERP FUNCTIONAL CONSULTANT, 01/2019 - 10/2022

Galaxy Solution Itc (Pakistan, KSA)

- Implement and support ERP systems, Document the state of ERP configuration, Assist technical teams with change management and technical skills. Write design specifications and estimates for programs based on requirements
- Researched and documented business requirements, processes, and system configurations to ensure successful implementation of ERP systems.
- Evaluated internal systems and prepared training initiatives to mitigate ongoing problems.
- Provided ongoing support post-go-live by troubleshooting incidents reported by end users.
- Performed a gap analysis to identify areas where existing solutions do not meet customer requirements.
- Reviewed established procedures to assess areas in need of improvement.
- Provided end-user training on the use of various ERP modules, including finance, HR, and manufacturing.
- Actively participated in project meetings with customers, vendors, consultants, developers, and other stakeholders.
- Created documentation outlining standard operating procedures for daily operations related to the usage of an ERP system.

ACCOUNTANT, 10/2017 - 12/2018

Kortech Auto Industry (Pakistan)

- Minimized internal accounting department backlogs by updating accounts and generating reports.
- Managed accounts receivable and payable, reconciled bank statements, and prepared financial reports.
- Calculated and prepared checks for utilities, taxes, and other payments.
- Tracked employee payroll processes to verify timely reporting and avoid late fees.
- Coordinated with external auditors during the annual audit process by providing requested documents and responding to inquiries in a timely manner.
- Analyzed financial data to identify discrepancies or trends.
- Investigated and resolved billing issues to maximize cash flow and minimize liabilities.
- Reconciled intercompany balances and eliminated differences in a timely manner.
- Reviewed invoices for accuracy and completeness prior to payment processing.
- Performed general ledger reconciliations on a timely basis.
- Prepare monthly and year-end closing statements, financial documents, and invoices.

**EDUCATION AND
TRAINING**

Skans School Of Accountancy , Pakistan, 08/2019

ACCA: Accounting- Cont

F1,F2,F3,

01/2018

Bachelor of Business Administration (BBA): Accounting And Finance

**ODOO
CERTIFICATIONS**

- Odoo V17 Certified
- Odoo v16 Certified

REFERENCES

Will be furnished on demand.