



Mr. USMAN GHANI

Accountant - Hr Manager

About me

Adept at all functions of accounting, including balancing sheets, processing payments, managing accounts payable, & providing executive administrative support...

Contact

📞 974 710071 42
✉️ Kbgxyz@yahoo.com
🏠 Doha Qatar

Skills

- Team work
- Time management
- Strategic Leadership
- Task Management
- Deliverable oriented
- Sharp eye for detail
- Proficient in IT

Languages

- English
- Urdu
- Pashtu
- Hindi

Hobbies

- Driving
- Walking
- Travelling
- Social media

Professional Experience:

Hr Coordinator & Sales Representative RSL Group Qatar

May 2023-Sep 2023

- Maintaining personnel records, creating & updating
- Coordinate training
- completing administrative duties on recruitment process
- provide administrative support to all employees...

Accountant, Al Barayah Trading Abu Dhabi, UAE

Nov 2019-Jan 2023

- Keep daily records
- Auditing financial information
- Financial planning and decision-making
- Taxation

Accountant-Sales Manager, Lalji Trading Ajman, UAE

Jan 2018-Oct 2019

- motivate teams to generate leads
- Prepare budget forecasts
- Research consumer needs
- train, advise, leads..

Accountant-Sales Manager, Al Raha Trading Abu Dhabi, UAE

Jan 2017-Dec 2017

- Manage all accounting transactions
- Accounts payable and receivable
- Identifying the opportunity of business growth
- Analysing data to know losing, revenue ...

Educational Information:

Bachelor of Commerce (B.com) Abasyn University Peshawar, PK
2008- 2010

Faculty of Science (FSC) Govt Secondary School Hangu, PK
2006-2008

Police Service:

Member of Community Police Abu Dhabi (We are all Police)
June 2017-Jan 2023

H2S, ADSD Certificates:

H2S Awareness & Escape (Level 2) Adnoc Abu Dhabi, UAE
2022-2024 (Safety Zone S & S Consultancy)

ADSD (Defensive Driving & Desert Driving) Adnoc Abu Dhabi, UAE
2022-2024 (Safety Zone S & S Consultancy)

Driving License:

Issue-Expiry	License no	Place of Issue	Type-License
June 2017-026	***56867	Abu Dhabi	LTV-Manual
Sep 2023-028	***29058	Qatar	LTV-Auto