



Usman Ghani

Finance Manager | Accountant

Adept at all functions of accounting, including balancing sheets, processing payments, managing accounts payable, & providing executive administrative support. Managing and overseeing the daily operations of the accounting department. Monitoring and analyzing accounting data and produce financial reports or statements.

Contact

Phone

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Email

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Address

Doha Qatar

Education

2010
Bachelor of Commerce, B.com
Abasyn University Peshawar Pk

2008
Faculty of Science, FSC
Govt Higher Secondary School Pk

Expertise

- Outlook, Browsing
- MS word, Excel
- IT Expert
- Team work
- Decision making
- Details oriented

Language

English

Urdu

Pashtu

Hindi

Experience

● **2023 - 2023**
RSL Group of Qatar, B ring Road
Hr coordinator | Sales manager

Manage employees records, recruitment process, interview, meetings, Hr events, campaign, employees performance, training, payroll, leaves, update records, feedback, motivated, organised, research developing, call response.

● **2019 - 2023**
Al Barayah Trading Abu Dhabi, Musaffah 34
Accountant | Sales Advisor

Manage all transactions, budget forecasts, financial statement, profit-loss, balance sheet, invoices, guiding, provide technical support, examining expenses, cost saving.

● **2017 - 2019**
Lalji General Trading Ajman, Industrial area
Accountant | Admin

Generate leads, build clients relationships, create, distribute bills-invoices, answer phone, emailing, preparing reports maintaining office equipment & supplies.

Certificates

2019
RTA Basic Course In Sharjah at National Traffic Safety Center

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

2022 - 2024
ADSD (Defensive Driving & Desert Driving) Adnoc Abu Dhabi, UAE

Driving License

Lite manual License

Issued by Abu Dhabi

License no *** 6 867

Issue - Expiry June 2017 - June 2027

Lite auto License

Issued by Qatar

License no 290 58 6114 **

Issue - Expiry Set 2023 - Set 2028