



# USMAN GHANI

ACCOUNTANT | HR MANAGER

## Contact

### Phone

+974 - 30448466

### Email

Kbgxyz@yahoo.com

### Address

Doha, Qatar

### QID: 29058611476

ID Validity 6 Feb 2027

## Education

2010

### Bachelor of Commerce, B.COM

Abasyn University Peshawar Pk

2008

### Faculty of Science, FSC

Govt Higher Secondary School PK

## Expertise

Financial Reporting

Petty Cash Management

Problem Solving

Leadership

Inventory Control

Team management

## Language

English

Urdu, Hindi

Pashtu

Arabic

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.

## WORK EXPERIENCE

Hr Coordinator | Accountant 2023 - 2025  
**RSL GROUP | Qatar**

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

Accountant | Sales Manager 2017 - 2023  
**Al Barayah Trading | Abu Dhabi, UAE**

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

Accountant | Administrator 2013 - 2017  
**Lalji General Trading | Ajman, UAE**

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

Accountant | Sales Manager 2010 - 2013  
**IT Artificer | Peshawar Pk**

Attending initial sales meetings and meeting the client. Determining a client's business requirements and whether the products being considered are suitable. Answering any technical questions the client might have. Decide whether the software or hardware needs.

## DRIVING LICENSE

### Lite Manual License

Issued by Abu Dhabi

License no: 2356 \*\*\*

Issue-Expiry: June 2017 - June 2027

### Lite Auto License

Issued by Qatar

License no: 290 58611 \*\*\*

Issue-Expiry: Sep 2023 - Sep 2028

## OTHERS CERTIFICATES

Road & Transport Authority

H2S Awareness

Defensive Driving & Safe Driving