



USMAN GHANI

ACCOUNTANT | SALES MANAGER | HR

Contact

Phone

+974 - 30448466

Email

Kbgxyz@yahoo.com

Status

Currently In Qatar

QID: 2905861***

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

Skills

- Financial Reporting
- Customer service
- Problem Solving
- Sales & client relations
- Microsoft Excel & word
- Team management
- Payroll & Budgeting
- Data Analysis & Reporting

Language

- English
- Urdu, Hindi
- Pashtu
- Arabic

Experienced professional with 10+ years in accounting, HR coordination, sales management, and administration in Qatar and the UAE. Skilled in financial reporting, payroll, recruitment, and customer relations with strong analytical and leadership abilities.

WORK EXPERIENCE

Hr Coordinator | Accountant 2023 - 2026
RSL GROUP | Qatar

Manage employee record, meetings, Hr events, campaign, employees performance, training, payroll, Motivated teams toward performance targets, maintained organized HR databases, conducted research for process improvement, and managed call response protocols.

Sales Manager | Customer Service 2017 - 2023
Al Barayah Trading | Abu Dhabi, UAE

Manage all transactions, budget forecasts, financial statement, profit-loss, invoices, guiding, provide technical support, examining expenses, cost saving. Delivered professional, prompt customer support, resolving issues efficiently to maintain high client satisfaction and retention rates.

Sales Manager | 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, Supervised daily sales operations & office administration, ensuring seamless business continuity, operational efficiency

Sales Manager 2010 - 2013
IT Artificer | Peshawar Pk

Identified and converted potential B2B/B2C clients for software, hardware, and IT services through targeted cold calling, email campaigns, and networking, Understand client needs and provide suitable IT solutions, Build and maintain long-term relationships with customers, Report progress, opportunities, and challenges to management.

DRIVING LICENSE

Light Driving License

Issued by Abu Dhabi, UAE

License no: 2356 ***
Issue-Expiry: June 2017 - June 2027

Light Driving 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