



USMAN GHANI

ACCOUNTANT | HR MANAGER

Contact

Phone

+974 - 30448466

Email

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Address

Doha, Qatar

QID: 29058611476

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

Experienced and results-oriented professional with over 10 years of progressive experience in accounting, HR coordination, sales management, and administrative operations across Qatar and the UAE. Skilled in financial reporting, payroll management, recruitment, employee relations, budgeting, and operational supervision. Proven ability to manage multiple responsibilities efficiently, improve processes, and support organizational growth through strong leadership, analytical, and communication skills.

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

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