



USMAN GHANI

Accountant

Seeking a position in a progressive organization where I can make optimum utilization of my knowledge and potential, leveraging my skills effectively for professional growth and to contribute in best possible way towards organizational effectiveness.



ug90047@gmail.com



+91 - 7292909613



Hazaribagh, Jharkhand, India



Passport No :- P9783245

WORK EXPERIENCE

Accountant

Arabian Agriculture Livestock & Invest Co

05/2011 - 12/2015

Saudia Arabia

Accountant

Gagan Electronics

06/2019 - Present

India

Clerk

Maruti Suzuki

10/2017 - 11/2018

India

Account Assistant

Marksman Welfare Society

11/2009 - 12/2010

India

PROJECTS

PNUFW Constructions and Irrigation work.

- Princess Noura University For Women, Riyadh, Saudia Arabia.

Maintenance work for and Irrigation.

- King Saud University, Riyadh, Saudia Arabia.

Maintenance work for building.

- Al Rashid project, Riyadh, Saudia Arabia.

Maintenance work for American compound.

- Bustan Al Olayan Project, Riyadh, Saudia Arabia

Landscaping maintenance work

- Haiathem Project, Al kharj, Saudia Arabia

JOB RESPONSIBILITIES

Maintain day to day books of Accounts in Tally and Excel. Vat Calculation.

Daily preparation of supplier and invoice records.

Pass Journal Entry, Ledger, Trail balance, Trading Account, Income statement, and Balance sheet

Maintain Reconciliation of Debtors and Creditors.

Update and maintain complete filing system to support financial records.

Maintain Internal Audit: Store and Accounts book



EDUCATION

Bachelor of Commerce
IGNOU

06/2020

India

Indira Gandhi National Open University

- Commerce

Diploma in Stores
Management
Indian Institute of Stores
Management

12/2017

India

Intermediate
IGSI College

05/2006

India

Jharkhand Academic Council

- Commerce



CERTIFICATES

Cost And Management Accountant (CMA) intermediate professional certification course. (Pursuing)
The Institute of Cost Accountants of India (ICMAI)

Communication & Soft Skills Course. (2025)
The Institute of Cost Accountants of India (ICMAI)

ADCA Certification Course (2011)
National Computer Educational Program (NCEP)

Accounts Pro Certification Course (2008)
Aptech Computer Education

Advanced MS Office certification Course (2007)
Aptech Computer Education

JOB RESPONSIBILITIES

Journal Voucher, Cash Payment Voucher, Bank Payment Voucher, Receipt Voucher, Sales Voucher, Purchase Voucher, update in Tally Erp9 version.

Checking and verifying of invoice through delivery notes, GRN and make purchase order.

Prepare and enter billing on computerized system.

Coordinating, collecting, various documents from operation or from related parties in terms of a financial transaction related to accounts.

Checking/analyzing received documents along with necessary approvals/supporting documents.

Update and maintain site staff employee file, Package schedule, Joining report/Contract for staff clearance.

Monthly Reconciliation of other accounts as needed including supplier reconciliation.

Corresponding and coordinating with team, maintaining good interpersonal relationship.

Keep all customers accounts upto date and ready to send whenever required.

Making payment to suppliers through cash, cheques and bank transfer.

Prepare monthly utilities payment such as Mobily, STC and Kaarba Electricity bill payments.

Preparing employees salary.

Managed payroll function for 350 employees.

Any other tasks that may be assigned or request of report by the immediate accounts management.



TECHNICAL KNOWLEDGE

MS Excel

Tally Erp 9.1

MS Word

MS Power Point

Accounting Management

Preparation of Financial Statement

Vat Calculation



SOFT SKILLS

Punctual

Adaptability

Good Communication Skill

Hard Working

Solutionist

Creative Thinker



LANGUAGES

Arabic

Full Professional Proficiency

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

Urdu

Native or Bilingual Proficiency

Arabian Agriculture & Livestock Investment Co.

Limited liability

Paid-in capital 1,000,000 S.R.

C.R. 1010046446 - C.C. No. 26018



الشركة العربية للاستثمارات الزراعية والحيوانية

ذات مسئولية محدودة

رأس المال المدفوع ١.٠٠٠.٠٠٠ ريال سعودي

س.ت ١٠١٠٠٤٦٤٤٦ - رقم العضوية ٢٦٠١٨

Service Certificate

To: Whom It May Concern

This is to certify that Mr. Usman Ghani Indian national having passport # G5471229 worked as an Accountant in our company from May 01st, 2011 to December 03rd 2015 with our entire satisfaction. During his working period we found him a sincere, honest, hardworking, dedicated employee with a professional attitude and very good work knowledge. He is amicable in nature and character is well.

We have no hesitation in recommending him for any position he may be qualified for.

We wish him every success in life.

Regards,

Arabic signature
Arabian agriculture and Livestock Investment Co.



Gagan Electronics

Ghose Gali, Congress Office Road, Hazaribagh (Jharkhand) 825301

Ref No. 20/2022

Date 30/08/22

TO WHOMSOEVER IT MAY CONCERN

This is Certify that Mr. Usman Ghani was employed with us from **3rd June 2019 to 2nd May 2020**. For our organization (Gagan Electronics). At the time of leaving the organization he was designated as an Accountant.

Again he rejoined our organization from **7th Dec 2020** to till.

According to our knowledge Mr. Usman Ghani is a good learner and his work has been found satisfactory because of his sincerity, dedication and hard work. We have no any objection with him Joining any other Company or Organization.

We wish him every Success in his future.



Authorized Signatory.

09th November 2018


TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Usman Ghani** has worked in our organization from **24.10.2017** to **09.11.2018**. At the time of expiry of appointment, he was employed as **Clerk** at our Hazaribagh Jharkhand..

We wish him all success in his future endeavors.

with Best Wishes,

For **Maruti Suzuki India Limited.**


Jagrit R. Sharma
Manager - HR



MARUTI SUZUKI INDIA LIMITED

Head Office :
Maruti Suzuki India Limited,
1, Nelson Mandela Road, Vasant Kunj,
New Delhi-110070, India
Tel.: 011-46781000. Fax: 011-46150275/46150276
E-mail id: contact@maruti.co.in, www.marutisuzuki.com

Address: 12, LBS Rd, Kurla West,
Kurla, Mumbai, Maharashtra 400070
Phone: 022 6156 3715



JAN SHIKSHAN SANSTHAN

Project Sponsored by
Deptt. of Elementary Education & Literacy
Ministry of Human Resource Development.
Government of India

Ref. 35/2010

Date. 21/12/2010

Emp Name: **Usman Ghani**

TO WHOMSOEVER IT MAY CONCERN

This is certify that Mr. Usman Ghani was employed with us from 2/11/2009 to 04/12/2010. For our organization (Marks man welfare society). At the time of leaving the company he was designated as an account assistant.

According to our knowledge Mr. Usman Ghani is a good learner and his work has been found satisfactory because of his sincerity, dedication and hard work. We have no any objection with him joining any other company.

We wish him every success in his future.

JAN SHIKSHAN SANSTHAN
HAZARIBAGH, JHARKHAND

Saipuriar

Authorized signatory



Opp Jharkhand Police Academy, Patna - Ranchi Highway
SARLE, HAZARIBAG - 825 301 (JHARKHAND)
Phone 06546 - 261636 Fax: 06546-260489



सं. IG34-177573
No.

अनुक्रमांक 172937035
Enrolment No.

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

प्रमाणित किया जाता है कि *Usman Ghani*
This is to certify that

को निर्धारित पाठ्यक्रमों को पूरा करने और
after having passed the prescribed courses of study in the

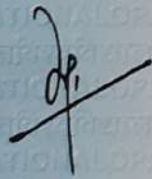
June 2020

की परीक्षा उत्तीर्ण करने पर स्नातक उपाधि
examination is hereby awarded the Degree of

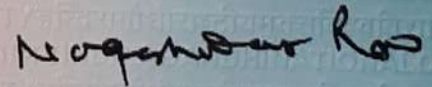
Bachelor of Commerce

प्रदान की जाती है।

श्रेणी / Division *Second*



कुलसचिव
Registrar



कुलपति
Vice Chancellor

नई दिल्ली / New Delhi

दिनांक / Dated September 30, 2020

Roll No.: DSM-35/JAN17/6171



Certificate No. : 3151

Indian Institute of Materials Management

This is to certify that

Usman Ghani

having fulfilled the necessary requirements as
laid down by the Institute
and having qualified in the examination held in

December 2017

has been awarded the

Diploma in Stores Management

and placed in the *Second* class

Date : 20.07.2018



[Signature]
Chairman - Board of Studies

Place : Navi Mumbai



IFPSM
INTERNATIONAL FEDERATION OF PURCHASING & SUPPLY MANAGEMENT

[Signature]
Course Director

झारखण्ड अधिविद्य परिषद्
Jharkhand Academic Council
राँची
RANCHI



प्रमाणित किया जाता है कि USMAN GHANI

पिता श्री TAUHID NAZMI

रोल कोड 9421 क्रमांक 20006 ने झारखण्ड अधिविद्य परिषद्
द्वारा आयोजित वर्ष 2006 की पूरक/सम्पूरक इन्टरमीडिएट

COMMERCE परीक्षा I G S I COLLEGE MANDU
से PASS श्रेणी में उत्तीर्ण की है।

This is to certify that USMAN GHANI

Son/daughter of Three TAUHID NAZMI

Roll Code 9421 *Roll.No.* 20006

Passed the

Supplementary/Compartmental Intermediate of COMMERCE

*Examination, 2006 conducted by the Jharkhand
Academic Council from* I G S I COLLEGE MANDU

and was placed in PASS *Division.*

राँची
RANCHI

तिथि
Date : 28th February, 2007

201010

Wisma
राचिव
Secretary



ICMAI - NPTEL ONLINE SKILLS TRAINING COURSE



This certificate is awarded to

USMAN GHANI

CMA Reg No:03242078968

for successfully participating in the course

“Communication & Soft Skills”

for CMA Intermediate Level

offered by NPTEL between Mar 2025 - Aug 2025

CMA Dr. D.P. Nandy

Secretary (Officiating)

The Institute of Cost Accountants of India



29-04-2025

Prof. Andrew Thangaraj

NPTEL Coordinator

IIT Madras



National Computer Educational Program (NCEP)

An ISO 9001 : 2008 Certified Institute

R.I.-23, Main Patel Road, Patel Nagar West, Near Metro Pillar No. 211,
New Delhi - 011 25888300

A National Programme of Information Technology Education & Development

Run by : Satya Seva Arpan Kendra

(An Autonomous Institution Registered Under Society Act 1860, Reg. No. 1371/2003-04)

Web Address : ncep_bit@live.com

R.O. :- 2nd floor, JJ Complex East Boring Canal Road, Patna - 800001

Certificate

This is to certify that Mr./Mrs./Kjm. **USMAN GHANI**
Son/Daughter/Wife of Mr. **TAUHID NAZMI**
has successfully completed a **"ADCA" +**
at NCEP, Hazaribag in the session **JAN 2010** To **DEC 2010**
and has passed the examination with Grade **A+**
this **11TH** day of **JAN 2011**

Enrollment No. **D001/2010**

Anu Shanker



ANUSHANKER

ASC Name :- Amit Commercial Institute (Hazaribag) - 825301

80% & Above 'A+' Grade, 70% & Above 'A' Grade, 60% & Above 'B+' Grade, 50% & Above 'B' Grade, 40% & Above 'C' Grade

Certificate of Merit

This credential is awarded to

USMAN GHANI

on the 9TH *day of the month of* SEPTEMBER

in the year TWO THOUSAND & EIGHT *for successfully completing the following course*

ACCOUNTS PRO

of 72 HOURS *duration at the* HAZARIBAG *centre during the period from*

21-Apr-08 *to* 30-Jul-08 *with grade* of* DISTINCTION

Dated 9-Sep-08



*Authorised Signatory
on behalf of Board of Examiners*

*Please see overleaf

Sr No. 47404

Certificate of Participation

This credential is awarded to

USMAN GHANI

On the 16TH day of the month JULY

in the year TWO THOUSAND & SEVEN

for completing a 3 MONTHS course in

VIDYA

from our HAZARIBAGH centre

16/07/2007

Date of Issue

B. Bouza

Authorised Signatory



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KINGDOM OF SAUDI ARABIA
MINISTRY OF INTERIOR

المملكة العربية السعودية
الجمهورية العربية السورية
الجمهورية العراقية
الجمهورية اللبنانية
الجمهورية الأردنية
الجمهورية اليمنية
الجمهورية القطرية
الجمهورية الكويتية
الجمهورية البحرينية
الجمهورية العمانية
الجمهورية الفلسطينية
الجمهورية الجزائرية
الجمهورية المغربية
الجمهورية التونسية
الجمهورية الليبية
الجمهورية السودانية
الجمهورية النيجرية
الجمهورية الكاميرونية
الجمهورية الكونغولية
الجمهورية الغينية
الجمهورية السنغالية
الجمهورية الموريتانية
الجمهورية المalianية
الجمهورية البورمية
الجمهورية الهندية
الجمهورية الصينية
الجمهورية الكورية
الجمهورية اليابانية
الجمهورية الأمريكية
الجمهورية الكندية
الجمهورية البريطانية
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الجمهورية الألمانية
الجمهورية الإيطالية
الجمهورية الإسبانية
الجمهورية البرتغالية
الجمهورية الدominican
الجمهورية الكولومبية
الجمهورية الإكوادورية
الجمهورية البيروية
الجمهورية الفلبينية
الجمهورية المالديفية
الجمهورية النيبالية
الجمهورية البانجلاديشية
الجمهورية الهندونيسية
الجمهورية الماليزية
الجمهورية السنغافورية
الجمهورية التايلاندية
الجمهورية الفيتنامية
الجمهورية لاوسية
الجمهورية كمبودية
الجمهورية الخميرية
الجمهورية الفلبينية
الجمهورية المالديفية
الجمهورية النيبالية
الجمهورية البانجلاديشية
الجمهورية الهندونيسية
الجمهورية الماليزية
الجمهورية السنغافورية
الجمهورية التايلاندية
الجمهورية الفيتنامية
الجمهورية لاوسية
الجمهورية كمبودية
الجمهورية الخميرية

RESIDENT IDENTITY
USMAN GHANI TAUHID
عثمان جيهان توحيد

رقم ٢٣٠١٩٨٨١١٥ نسخة ٦
نكار الاصدار التوياف
الانتهاء ١٤٤٢/٠٤/٢٣ الميلاد ١٩٨٩/٠٩/١٨
الجنسية الهند
مطاسب عام
الديانة الاسلام
الجنسية الهند
رقم الهوية ١٢٢٦٩٢٩١٩
شركة العمل الشركة العامة للإستشارات والدراسات
والهندسة



2301988115

معلومات التأشيرة

126627803	رقم التأشيرة
نهائي	نوع التأشيرة
2301988115	رقم الإقامة
USMAN GHANI TAUHID	الاسم
30/01/1438	تاريخ الإصدار (الهجري)
-	تاريخ العودة بالهجري
01/04/1438	الخروج قبل التاريخ الهجري
0 الأيام	مدة التأشيرة
Not Expired	الحالة
الجوازات	مكان الإصدار