

AMAN ULLAH

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Deira, Dubai, UAE

ACCOUNTANT / SALES / DRIVER



Result-driven and detail-oriented professional with 8 years extensive experience in accounting, finance, administration, and document control across diverse sectors, including construction and trading industries. Skilled in financial reporting, payroll management, procurement, vendor relations, and team coordination. Adept at implementing efficient processes that enhance operational productivity and compliance. Seeking to contribute expertise and dedication to a dynamic organization in the UAE.

WORK EXPERIENCE

SALES EXECUTIVE **RU Holding LLC UAE**

October 2024 - April 2025

- Manage property sales and leasing activities, from lead generation to closing.
- Advise clients on market conditions, property values, and legal requirements.
- Conduct property viewings, negotiate offers, and prepare contracts.
- Build and maintain strong client relationships to drive repeat and referral business.

TOUR GUIDE **Camp Certi Tourism Guidance Services LLC UAE**

Oct 2023 - Oct 2024

- Lead and coordinate tours, delivering engaging commentary on historical, cultural, and local attractions.
- Ensure guest safety, satisfaction, and memorable experiences while managing schedules and logistics.

GENERAL MANAGER **Furious Car Rentals UAE**

Dec 2022 - Dec 2023

- Oversee daily operations of the rental branch, including fleet management, customer service, and staff supervision.
- Manage rental contracts, ensure vehicle availability, and drive revenue growth through excellent client service and operational efficiency.

DRIVER **Arabia Taxi LLC UAE**

Nov 2012 - Dec 2019

ACCOUNTANT GENERAL

Multiforms Architectural Facade Specialist LLC UAE

Oct 2011 - April 2022

- Manage full-cycle accounting processes, including accounts payable, receivable, payroll, and general ledger maintenance.
- Prepare financial statements, manage budgets, ensure compliance with tax regulations, and support audits.

ACCOUNTANT GENERAL

Zeta Trading Company LLC UAE

July 2007 - Dec 2010

- Manage full-cycle accounting processes, including accounts payable, receivable, payroll, and general ledger maintenance.
- Prepare financial statements, manage budgets, ensure compliance with tax regulations, and support audits.

EDUCATIONAL HISTORY

BACHELOR OF COMMERCE

University of Peshawar

1999 - 2003

LANGUAGES

English

Hindi

Arabic

Urdu

Pashto

RELEVANT SKILLS

- Microsoft Office
- Sage Line
- Administration & Emailing
- Data Entry (Typing speed 50 WPM)
- Software Installation
- Document Control
- Record Keeping
- Problem solving
- Team leadership
- Positive attitude
- UAE driving license holder
- Knowledge of UAE routes

DRIVING LICENCE DETAILS

Licence no 3

Issue Date : 30 July 2009

Expiry Date : 17 Oct 2029

PERSONAL DETAILS

Nationality: Pakistan

Gender: Male

Marital status: Married

Visa status: Employment transferable

Expiry date: November, 2025.