

# MUHAMMAD ATIF



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## PROFILE

Highly motivated and hard-working finance and operations professional, with very strong managerial skills achieved through high quality education and relevant work experience.

## OBJECTIVE

To work within a reputed organization, where I have opportunities to improve my professional knowledge and further my professional career. I tend to work with a high level of professionalism and look to become a vital member of the company, adding value in terms of its growth and excellence.

## COMPETENCIES

Working experience with a Trading and Manufacturing Concern; Financial and Commercial organizations.

- ☐ Project Management Skills (working independently or in team)
- ☐ Good Communication & Planning Skills
- ☐ Proven record of exceeding expectations for both Company and Customer's perspective
- ☐ Like to adapt innovative approaches to achieve the set Goals & Objective
- ☐ Target oriented, never missed deadlines
- ☐ Ethics - Treat people with respect; inspire the trust of others; works with integrity and upholds organizational values.

## TECHNICAL EXPERTISE

- ☐ Financial Accounting
- ☐ Customer Dealing & Relationship in the Banking Sector

## QUALIFICATIONS

- Academic:** - **MBA**, Master in Business Administration with major in **Finance**  
*University of Peshawar*
- **BBA**, Bachelor in Business Administration with major in Finance  
*University of Peshawar*

- Computer:** Strong computer knowledge and working experience of:
- Skills**
- SAP ERP
  - Microsoft Office
  - Computer Hardware (Assembling and Maintenance)
  - Troubleshooting & Installation. & IP Configuration.

## PROFESSIONAL EXPERIENCE

### **Ahmed Alameri Transport LLC. Sept 2020 to Present**

- Handling cash and staff salaries.
- Dealing with Contractors with respect to cash and Cheques
- Handling outdoor staff with their issues.
- Handling all transport related issues.
- Handling inbound and outbound calls.
- Marketing Company products.



**Dubai Electricity and Water Authority - Dubai, U.A.E.****2016 to 2020***Position: Data Entry Operator.*

- Creating daily reports - Stop Replacement report, Meter Test report, Emergency report, OK report, and preventive maintenance report and filing the relevant documents
- Creating and completing notifications, service orders, and work orders for consumer & internal complaints as part of SAP Asset Management Process.
- Assess issues of consumer complaints and close the complaints accordingly
- Knowledge of Smart AML meters.
- Forwarding complaints to concerned department.
- Replacement of Meters in System. **(SAP)**
- Highly knowledgeable in using SAP for Asset management.

**White Fort Hotel – Dubai, U.A.E.****JAN 2015 – JAN 2016***Position: Accountant & Receptionist*

- To maintain general ledger.
- To prepare revenue, expense, payroll entries, invoices, and other accounting documents.
- To prepare and maintain bank reconciliation statement.
- Prepare customer and supplier records

**British Biscuits Co. (Pvt) Ltd. – Peshawar, Pakistan****AUG 2014 - DEC 2014***Position: Accounts & Finance Officer*

- To maintain general ledger.
- To prepare revenue, expense, payroll entries, invoices, and other accounting documents.
- To oversee the business financial transactions including cash vouchers, bank vouchers, purchase/sales vouchers, Journal vouchers etc. and verify the financial data entry from internal controls perspective by applying different internal control checks i.e. approvals and needed compliance etc.
- To maintain Sales Tax records and submission of monthly sales tax reports.
- To prepare and maintain bank reconciliation statement.

**NIB Bank Limited – Peshawar, Pakistan****DEC 2012 – JUN 2014***Position: Relationship Officer*

- To proactively and professionally interact with the branch customers to fulfill their banking requirements and to resolve their queries
- To respond to and resolve customer complaints communicated through verbal, written or other channels.
- To involve in the re-activation of branch dormant accounts.
- To assist in branch cross-selling & promoting retail banking products.

**PERSONAL DETAILS**

Date of Birth	–	20 <sup>th</sup> April 1989
Marital status	–	Married
Visa Status	–	Residence Visa
Visa Validity till	–	13 December 2022
Driving License	–	Dubai – Light Vehicle
Languages	–	English, Hindi, Pashto & Urdu

