



Atif Ali

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Nationality : Pakistani
Passport # : PZ1795173
Visa Status : Employment
Profession : Accountant
Date of Birth : 14-June-1988
Marital Status : Married

Objective:

To become an integral part of an organization where I can best utilize my skills in Store Keeping, Inventory Management, Logistics, Inventory Accounting & Admin/HR

Work Experiences

Accountant Administrator Executive

Working Accountant & Admin in Original Tech Solution (June 2019-March 2020)

- Maintaining accounts.
- Reconciliation of Bank statements
- Ledger entries, journal entries
- Daily Checking Inventory
- Invoice entries and cross checking
- Prepared and analyzed financial statements
- Employs salary Contract & Manage visa's schedule vacations
- Recruiting New Employs & Making Contracts
- Crosse Checking Vat Documents

Inventory Accountant

Working as Inventory Accountant in Traeeq Al Amman Mobile Trading (Dec 2017 – June 2019)

- Maintaining basic accounts, book keeping
- Counter Sale is my extra job
- Ledger entries, journal entries
- Weekly monthly sales report
- Invoice entries and cross checking
- Prepared and analyzed financial statements
- Counter sale is also added in my extra job
- Costing Mobiles

Assistant Account

Arabian cranes & contracting co Ltd. KSA partner Binladin Group (March 2016 – March 2017)

- Maintaining basic accounts, book keeping
- Reconciliation of Bank statements

- Ledger entries, journal entries
- Customer relations
- Invoice entries and cross checking
- Prepared and analyzed financial statements
- Making Salaries & over time

Accounts clerk

Ayla hotel L.L.C U.A.E Abu Dhabi Al Ain (Feb 2015 - May 2015)

- Made journal entries
- Maintained books of accounts
- Pay roll (Daily, Weekly, Monthly)
- Bank reconciliation statement data collection

Inventory & procurement officer

Oberther Technologies (Pvt.) Ltd. Karachi, Pakistan (Feb 2014 – May 2014 (consultant))

- Keeping all audit documents in order
- Arrangement of duly filled Audit forms
- Keeping a track record of all Audit based activities
- Collaboration with external auditors for day to day operations
- Managing and compiling Audit report

ASISTANT ACCOUNTANT

Mohammed Adeel Haloul Est. Jeddah, Saudi Arabia (Jan 2013 - Aug 2013)

- Preparing salaries for permanent and contractual staff
- Inspection of all outgoing/incoming invoices
- Schedule for Account Payables
- Planning and assigning labor work-force in accordance to the company finance policy

ASSISTANT STORE MANAGER

Oberther Technologies (Pvt.) Ltd. Karachi, Pakistan (Dec 2008 - Dec 2012)

- Purchasing of raw material
- Supplier selection and short listing
- Material planning (monthly and quarterly)
- Maintain and monitor store inventory
- Posting invoices into Misprocess, package and ship orders accurately
- Organize stocks and maintain inventory
- Inspect products for defects and damages
- Examine ingoing and outgoing shipments
- Organize warehouse space
- Receive, unload and place incoming inventory items appropriately
- Check, verify and fill customer invoices

CREDIT & COLLECTION ASSISTANT

T.N.T Courier Company Karachi, Pakistan (Sept.2007 - Nov 2008)

- Tracking all credit customers and their outstanding invoices
- Follow up with relevant account management teams to make sure their customer is clearing invoices on time

- Reporting to Finance and Credit head on day to day basis
- Taking part in operational functions i.e. MIS reporting, documentation and filing

Education:

Federal Urdu University, Karachi Pakistan Graduate (B.com)	2014
Government Mono-Technical Institute Karachi Pakistan -	
Intermediate with 3 years D.A.E diploma in ITC	2008
Metric in Computer Science - Karachi board of Secondary education	2005

Other Skills:

Ms. Office (Word, Excel, PowerPoint)
 Basic knowledge of Computer hardware
 Oracle & Tally Accounts software

Languages

English (Average) – Arabic (Beginner) – Urdu (Native)