



RAFIQ ALI

Skilled Bookkeeper and Account Assistant



Rafiqali470@gmail.com



0545749882



**Visit Visa Valid Till
11 June, 2022**



January 01, 1997



TQ1823281/
Pakistan

Why *Rafiq Ali*?

- ☐ "Performance Driven Professional" with 3 years of cross-functional experience in Accounts and Bookkeeping.
- ☐ Able to quickly **adapt to complex corporate environment** with problem solving and influencing skills
- ☐ Possess strong planning & relationship management skills with vital contribution in running of the company

CORE STRENGTHS & ENABLING SKILLS

- ☐ Cash Disbursement ■ Administration
- ☐ Receivable & Payable ■ Interpersonal Skills
- ☐ Business Management ■ Analytical Skills
- ☐ Payroll Management ■ Communication Skills

M/S Customs Home Builders, Kohat GOVT Contractor & General Order Supplier

Worked as "**Account Assistant**", Jan 2019 to Oct 2021

Responsibilities/Accomplishments:

I was responsible for;

- ☐ Keeping manual and computerized books of Project Account in Accounting Software (i.e. Tally Account)
- ☐ Keeping account of Customers & Supplier Account & Preparing aging reports for suppliers and clients in excel sheets
- ☐ Preparation of monthly statements of revenues and expenses of Projects individual
- ☐ Managing petty cash ensuring it has been used for the company
- ☐ Preparation of payroll & its processing ■ Preparation of bank reconciliation statement ■ Cash flow management for overall Business. ■ Preparation of final accounts.

I also performed the administrative tasks such as:

- ☐ I was involved in dealing of all type of Contracts & sub contracts
- ☐ I was involved in dealing with Banks for all types of Bonds & Guarantee related to Contracts
- ☐ I also performed the duty of procurement where I involve in creating processes and tracking purchase orders ■ Maintains records of orders and inventory and follows up with vendors on shipment and delivery.

Bank Of Punjab, Peshawar, Pakistan

Worked as "**Internee**", Aug 2019 – Sep 2019

Responsibilities/Accomplishments:

- Involved in cash handling and ensuring sufficient cash limit has been kept as requirement of the bank
- Involved in home remittances and other remittances
- Actively participated in meetings with branch manager to analyze the Islamic finance products ▪ Worked in accounts opening and clearing departments

EDUCATIONAL QUALIFICATION

- **Agricultural University of Peshawar , Pakistan** (2016-2019)
Bachelor in Commerce (Account & Finance)
 - **Govt Higher School Kohat, Pakistan** (2013-2015)
F.Sc (Pre Medical)
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COMPUTER KNOWLEDGE

- MS Office (Word, Excel, Power paint, Access & Outlook) & Basic Computer Literate
 - Accounting Software “ **Peachtree, QuickBooks & Tally**”
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LANGUAGES

- English
 - Urdu
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ADDRESS

- Hor Al Anz East, Dubai UAE
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