



ABDUL AHAD ALTAF

ACCOUNTING ASSOCIATE DUBAI, UNITED ARAB EMIRATES +971 52 231 5758

◦ DETAILS ◦

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PROFILE

I am a self-motivated individual currently residing in UAE with extensive knowledge in the field of business and finance. I'm eager to learn, enjoy overcoming challenges, and have a problem-solving approach to any task.



WORK EXPERIENCE

Accounts Associate at Popular International (PVT) LTD, Karachi

November 2023 — July 2024

- Managed accounts receivable across nearly seven cities.
- Performed weekly bank reconciliations to ensure up-to-date bank balances.
- Overseeing the import process and recording its expenses in the software.
- Supplying goods declarations as required.
- Carrying out month-end closing tasks, including petty cash reconciliation and indirect expenses reconciliation.

Accounting Associate - UAE, KSA and PAK at Retailo Technologies, Karachi

December 2021 — October 2023

- To provide daily margin report along with each category performance analysis to the upper management and Co-founders.
- Maintain inventory reconciliation of 1500 above SKUs for physical VS system data. To make sure all the SKUs in system tie with physical quantity.
- To prepare monthly inventory movement for investor data; on quantity and valuation level for all categories. Making sure numbers in Profit and Loss and Balance Sheet advocate the work done behind.
- Recording of daily cash payments and online transfers for inventory and non-inventory.
- To identify obstacles in the daily recording of inventory assets. Communicate blockages to the leads and assist with required modification of system procedures. To prepare monthly bank reconciliation of inward and outward transactions recorded in books vs bank statements.
- Maintaining a track of all the advances made, to ensure advance payments are fully utilized within a certain time.
- To assist leads in monthly closing financial statements
- Single-handedly managed non-inventory payment cycle

Finance Intern at Soneri Bank Limited, Karachi

February 2021 — April 2021

- Consolidate vendor payment lists and ensure payments to vendors are done within the credit period
- Analyze vendor's data to identify the possible reasons for variation in Days Payable Outstanding.

- Presented current trend analysis followed in Islamic Banking Accounting. Learned about the modes and types of Islamic banking vs its practical implementation

Finance Intern at Vital Link Advertisers, Karachi

November 2020 — February 2021

- Ensured timely clearance of GRIR of around 160 vendors and created liaison with vendors to know the issues with the payment process.
- Diagnosed the loopholes in commercial payments and formulated feasible solutions to counter the issues, using a detailed process flow



EDUCATION

Bachelors of Business Administration , SZABIST, Karachi

September 2018 — December 2022

CGPA 3.45

A-Levels, City School PAF Chapter, Karachi

September 2016 — July 2018

Grade - A*

O-Levels, Habib Public School , Karachi

August 2013 — May 2016

Grade - A*



EXTRA-CURRICULAR ACTIVITIES

- Worked as a member of the Performing Arts Society SZABIST.
- Volunteered for Dar-ul-Sukun.
- Volunteered for an NGO, and served in Civil Hospital.
- Participated in SZABIST Marketing University Challenge 6.0



ACADEMIC PROJECTS

- Internal Audit: Analyzed the internal audit function of Indus Hospital and made a report to enlighten the class with controls and process observations.
- Marketing: Made a report on the marketing strategies used by Coca-Cola and made an advertisement proposal representing the brand.
- Human Resource Management: Analyzed the recruitment process of the Civil Aviation Association and made a report encompassing job analysis, description, and hiring



ACADEMIC ACHIEVEMENTS

- Awarded as runner-up in YLES'17 (LUMS)
- Won 1st position in BBA finance challenge in 2021



TOOLS & TECHNOLOGY

- MS office
- SAP ERP
- Quick Books
- Net Suite