



Atif Ali

Mobile : **+971-523021096**
Email : **atifalibadri@hotmail.com**
Nationality : **Pakistani**
Visa Status : **Employment (Freelance)**
Address : **Dubai Discovery Gardens**
Date of Birth : **14-June-1988**
Marital Status : **Married**

Objective:

Experienced Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness, and diligence to make positive impact on business operations. Coordinated and prepared documentation detailing production requirements and schedules to maintain supply levels cross-functional collaborator effective at understanding requirements and devising successful solutions resilient and adaptable in dynamic environments Talented Administrator highly effective at motivating teams and streamlining operations analytical problem solver and persuasive communicator with a talent for thinking outside the box for creative solutions

Work Experiences

Administrator / Account Assistant ALMUROOJ Facility Management | Dubai UAE | 2021- Present

- Be the first point of contact for all HR-related queries
- Administer HR-related documentation, such as contracts of employment
- Ensure the relevant HR database is up to date, accurate and complies with legislation
- Communicating with recruiters and other external parties.
- Updating company policies and ensuring legal compliance.
- Supervise administrative staff and divide responsibilities to ensure performance
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Prepared annual company accounts and reports
- Assisted tax accountants in preparing tax returns and financial statements.
- Prepared invoices, expense reports, and payment memos.
- Performed data processing in MS Excel.

Inventory controller & Administrator Traeeq Al Amman Mobile Trading I Sharjah UAE I 2017 – 2020

- Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
- Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy and product availability.
- Maintained inventory count, tracked usage and documented variances.
- Kept all documentation and records accurate and up to date with latest data to prevent errors in processing or delivery.
- Maintained strong vendor connections, including arranging pricing and delivery structures, and managing specific shipment or paperwork concerns.
- Supported efficient meetings by organizing spaces and materials, documenting discussions, and distributing meeting notes.
- Developed and updated spreadsheets and databases to track analyze and report on performance and sales data.
- Coached new employees on administrative procedures, company policies and performance standards.
- Assist Hr. Manager for legal issues of employees

Accounts Assistant, Arabian cranes & contracting co Ltd. I KSA Jeddah I 2014 – 2017

- Reviewed and coded financial information
- Prepared and processed documents to disburse funds and make deposits
- Prepared weekly and monthly financial reports
- Compiled and reviewed information for accuracy
- Maintained files, and computerized accounting databases
- Analysed documents, clearances, certificates, and approvals from local, state and federal agencies
- Developed rapport with clients and vendors to cultivate loyalty and satisfaction.
- Processed payment via telephone and in person with focus on accuracy and efficiency.
- Created improved filing system to maintain secure client data.
- Managed invoicing and payment processing operations.
- Collected data to complete detailed financial reports for stakeholders and management.

Assistant Accountant, Mohammed Adeel Haloul, Saudi Arabia (Jan 2013 - Aug 2013)

- Handled incoming company payments including card payments over the phone with exceptional accuracy.
- Set up new client accounts, ensuring accuracy of information and secure, compliant storage of data.
- Created improved filing system to maintain secure client data.
- Managed invoicing and payment processing operations.
- Collected data to complete detailed financial reports for stakeholders and management.
- Developed rapport with clients and vendors to cultivate loyalty and satisfaction.
- Processed payment via telephone and in person with focus on accuracy and efficiency.

Assistant Store Manager Oberther Technologies Ltd. | Karachi, Pakistan | 2008 - 2012

- Overseeing receiving, warehousing and distribution operations.
- Implementing operational policies and procedures.
- Implementing and overseeing security operations.
- Ensuring effective and safe use of warehouse equipment.
- Ensuring safety of staff.
- Motivating and disciplining staff.
- Maintaining documentation and keeping accurate records of warehouse activities.
- Maintaining awareness and knowledge of condition and location of fleet vehicles.
- Assisting with deliveries where required.
- Managed shipments and sales orders.

CREDIT & COLLECTION ASSISTANT T.N.T LTD | Karachi, Pakistan | 2007 – 2008 |

- Devised collection recovery strategies to resolve customer issues and delinquent cases.
- Utilized deep understanding of industry best practices and legal requirements to prevent critical incidents.
- Oversaw all reporting, documentation, and record-keeping requirements for department.
- Collaborated with management to evaluate credit strategies and develop improvements.
- Developed strategies to expedite payments and customer resolutions.
- Investigated and evaluated customers for credit worthiness and potential risk factors.

Education

Federal University, Karachi Pakistan | bachelor's in commerce 2012- 2014

Government Mono-Technical Institute Karachi Pakistan | Intermediate with 3 years D.A.E diploma in CIT | 2005 – 2008

Matriculation in Computer Science sindh board Secondary education 2003 - 2005

Other Skills

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

Languages

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