



Atif Hussain
Customer Services

EXECUTIVE SUMMARY

A highly motivated finance and accounting officer with more than 12 years' experience in customer services, record keeping, finance and cash handling.

CURRENT ADDRESS:

Emirates Auction Mafrqa-1
Abu Dhabi UAE

KEY SKILLS

- Advance computer skills
- Typing speed 45WPM
- Excellent Communication Skills
- Customer's handling skills
- Full sets of accounts management
- Accounting software's handlings
- Security Services, CCTV
- Languages: English, Urdu, Arabic

Finance Officer

(READ Foundation Islamabad)

July 2015 to Feb 2019

- ❖ Oversee the preparation and planning of budgets.
- ❖ Maintain records and receipts for all daily transactions.
- ❖ Ensure financial records are kept up-to-date with the latest transactions and changes.
- ❖ Contribute to financial audits.
- ❖ Monitor all bank deposits and payments.
- ❖ Perform periodic financial analysis to detect and resolve problems.
- ❖ Prepare balance sheets and invoices.
- ❖ Provide a review of all the final documentation being generated, in both hard copy and electronic versions by sub-contractors and suppliers in order to ensure that all contractual requirements will be met.
- ❖ Capital Expenditure budgeting and forecasting.
- ❖ Variance to budget/forecast monitoring and analyzing.
- ❖ Verification and registration of capital expenditure invoices in ERP system.
- ❖ Maintenance of Fixed Asset Register and other fixed inventories.
- ❖ Monthly reporting on capital expenditure project status to concerned departments.

Transguard LLC Abu Dhabi UAE

March 2019 to Cont.

Job Responsibilities

- Maintain the auction inventory items record, Data entry of auction vehicles, maintaining vehicle log books, number plates of vehicles, keys, and customer records.

Allied Bank Ltd Pakistan

August 2007-November 2014

- Cash handling, cash counter services, ATM cash retraction handlings
- Customer's complains and their solutions
- Ensure accurate financial and non-financial transactions on T24 banking software.
- Handled complex data entry related issues.
- Executed many Credit proposals of business entities
- Monitored the banking operations and supervised the 15 staff members
- Attended several finance, marketing and customer services workshops

Audit and Account Officer

READ Foundation Islamabad 2006-2007

- Maintained books of accounts and provided training to NGO's accounts staff
- Making school proposals, presentations,
- Record keeping of new school buildings (newly projects for construction)
- Compiling all project related documents, making summaries, submission for approval to concerned authorizes.

ACADEMIC BACKGROUND

University of AJ&K Pakistan

Master of commerce -16 Years
Education in Accounting &
Finance 2004-2006

University of AJ&K Pakistan

Bachelor's Degree in commerce Accounting &
Finance
2002-2004

CAREER HIGHLIGHTS

- Operating and monitoring security systems.
- Implementation of book keeping system in 300 institutions of READ
- Data migration from manual system to accounting software.

PERSONAL DETAILS

Telephone: +971-501632504
Email: taxonet.pk@gmail.com
Nationality: Pakistan
Visa Status: UAE Employment Visa
DOB: 08-08-1982
Passport #: DY6893534