



AFTAB ALI

✉ aftabali.finance@gmail.com

☎ 971 568812795



Dubai, United Arab Emirates

Profile

A highly motivated and driven Person with 7+ years experience in top level business environments. Confident, tenacious with a proven track record for account handling. A broad knowledge of a wide range of financial practices, including credit control, budget handling and forecasting. An excellent communicator with a can-do approach to problem solving and resolution. Extremely meticulous with an eye for detail and positive outlook in often complex financial landscapes.

Education

- ▣ CA in Progress from ICAP (Institute of Chartered Accountants of Pakistan)
- ▣ Intermediate, Board of Intermediate & Secondary Education, Bahawalpur
- ▣ Matriculation, B.I.S.E Bahawalpur

Personal profile

- ✎ Father Name : Muhammad Sharif
- ✎ Nationality: Pakistani
- ✎ Date of Birth: 07 September , 1991
- ✎ Passport: FW1824651
- ✎ Visa Status: Resident, UAE
- ✎ Marital Status: Married
- ✎ Language: Urdu ,English , Punjabi ,

EXPERIENCE

Oct.2019 - Till date **AL GHURAIR EXCHANGE LLP (UAE)**
SHIFT INCHARGE

- ✎ Dealing with Anti-Money Laundering Requirements
- ✎ Verifying KYC, EDD
- ✎ Monitoring branch transactions
- ✎ Customer Service & Office Administration
- ✎ WPS on boarding
- ✎ WPS registration
- ✎ Pension registration , payments and penalty payments
- ✎ Handling both Foreign Currency and Local Currencies
- ✎ Handling Remittances, Sending and Receiving via different services
- ✎ Corporate and WPS Documents Collection
- ✎ Dealing with Branch Opening and Closing Activities
- ✎ Weekly Roster Preparation
- ✎ Maintaing Files & Records
- ✎ Proficient with CASMAX Software & Microsoft Office
- ✎ Attend Meetings & Trainings



Nov 2015 - Feb 2019

UNITED MEDICAL & DENTAL COLLEGE (PAKISTAN)

Assistant Manager Finance

- Interdepartmental Coordination,
- Public Dealing
- Data entry of Students (Admission Cell)
- Preparation and revision of Pay Scales of UMDC
- Preparation of Departmental Budget Documentation
- Procurement of Minor Items and Petty Cash Handling
- Drafting letters & Emails to faculty and staff members
- Office Administration, Filing and Record Maintenance
- Work well as Team Member & Independently



SKILLS

- ✎ MS Office
- ✎ Cash Handling
- ✎ Customer Care
- ✎ Cash Management
- ✎ Record Management
- ✎ Inbound and Outbound calls handling
- ✎ Corporate , WPS , Pensions , VAT registrantion and payments.