

# HAFIZ REHMAN ALI

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**Address:** UAE

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## **PROFESSIONAL PROFILE**

To join dynamic and progressive organization where my acquired knowledge and skills can put to use and where my career progressive can follow stable path in challenge and highly competitive environment.

## **PERSONAL DETAILS**

<b>Availability</b>	<b>Immediately</b>
<b>Nationality:</b>	<b>Pakistani</b>
<b>VISA STATUS:</b>	<b>Employment Visa</b>
<b>Marital Status:</b>	<b>Married</b>
<b>Languages:</b>	<b>English, Urdu</b>
<b>Date of Birth:</b>	<b>01-01-1992</b>

## **QUALIFICATIONS**

### **M.COM**

Global institute Lahore Pakistan

### **B.COM:**

Punjab University of Lahore Pakistan

### **D.COM:**

Punjab Board of Lahore Pakistan

### **METRIC:**

B.I.S.E. Multan Pakistan

## **PROFESSIONAL EXPERIENCE**

### **UAE EXPERIENCE**

**Fresh Fruit Order  
Accountant**

- Manage all accounting transactions.
- Purchase And Sale Report.
- Bank Reconciliation.
- Make Invoices Export and Import.
- Daily Check Day Book Purchase, Sale, Cash Receipt, Receipt notes.
- Purchase invoice enter in system with vat.
- Analyze data and cross-check the accuracy.
- Records Proper and Accurate Transactions in Tally Prime System.

### **Accountant**

SHIFA INTERNATIONAL HOSPITAL LTD  
More Than 5 years' Experience

## **Work Description.**

### **Achievements/Tasks**

- Reconcile accounts payable and accounts receivable.
- Collect and analyzed client's data and financial transaction documenting accounting control procedures
- Maintained financial records and ensure proper recording of operations required to the financial workflow.
- Produce Profit and loss statement and other financial reports, including audit vendor list price.
- Prepare Financial Statements, expense records.
- Understand the company's financial situation and help with the subsequent decision making.

### **Receptionist Supervise Admission, Discharge & Penal Bill**

More Than 2 Years' Experience

- Prepare bills penal, cash and discharge patients from Hospital.
- Patient admit in Hospital and his approval as per condition send details and also send diagnostics to insurance companies. Taken id card and insurance card from penal patients for approval.
- Collect & refund payment through cash, cheque, credit card, bank drafts, issue receipt to patients immediately.
- Prepare patient medical bills with accuracy.
- Review admission documents, admit patients and collect required deposit as per policy.
- Excellent attendance, Punctuality, dress code and professional grooming at all time.
- Greet and introduction self to patient/families and offer help as needed.
- Ability to work as a team member and contributes to ongoing team building.
- Establish and maintain good working relationship with co-workers and others department.
- Supervise complete patient's rooms, ward, unit and initiate maintenance requisition (if required) and coordinate with maintenance department for quick action and ensure the completion of work.

### **Accountant**

Farooq Enterprises LTD Faisalabad  
More than 1 year Experience.

### **Accountant**

Waqas Weaving Factory (Waqas  
Export) More Than 1 year  
Experience

### **Work Description**

- Prepare, examine, analyzing accounting records. financial statements and other financial reports to assess accuracy. Establish tables of accounts and assign entries to proper accounts.
- Tally General ledgers with companies.
- Tally bank statements with cash book. Assign entries of cash vouchers.
- Prepare and maintain order closing reports of companies
- Prepare and maintains profit and loss accounts of companies.

### **SKILLS:**

- Strong planning, organizational and team leadership
- Computer Skills Windows, MS. Word, MS Excel, MS.
- PowerPoint, Internet/Email, Microsoft Office.
- Oracle Software, ERP System.
- Good Interpersonal Communication Skills
- Management Skills.
- Time Management Skills.
- Crises Management Skills.
- Confident and Poised in Interactions with individuals of all levels.

### **References**

Reference will be provided on demand