



# ANEES AHMED BHATTI

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## OBJECTIVE:

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To work with a dynamic and reputed organization that offers versatile opportunities for comprehensive career building and skills development by serving in a professional work environment.

## PROFILE:

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Highly motivated individual, eager to work in a competitive and challenging environment. Recognized as a dedicated, and results oriented professional.

## EXPERIENCE:

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### Executive Accounts

**Falcon Pack Industry L.L.C**

**Feb 2023 – Present, Abu Dhabi, UAE**

- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Creates reports regarding the current status of customer accounts as requested.
- Generate Daily collection statement and reports detailing accounts receivable status.
- Communicating with clients regarding billing & payment
- Investigating and resolving any irregularities or enquiries.
- Manage Branch Petty Cash - Compute, classification and summarize of petty cash expenses, reimbursements, claims, disbursement & Posted in the system etc.

### Senior Revenue Officer

**Educational Services (Pvt.) LTD**

**Mar 2019 – Oct 2022, Islamabad, Pakistan**

- Monitoring & managing the bank reconciliation team, Scholarship & Student Promotion Management.
- Resolution of audit queries regarding online payments.
- Update concession records on BEAMS on the basis of approved documents of students, received from schools and competent authorities, and issue challans accordingly.
- Update the student's grade on beams annually based on approved promotion lists from Schools.
- Work out financial feasibilities with the scholarships of students; maintain operational processes, ensuring continuous improvement in the process.
- Generate a comprehensive report of all type of concessions for submission to HO Finance.

### Supervisor Reporting Payable

**Southern Sonya Travel Network (GSA-KSA)**

**Oct 2015 – Mar 2019, Islamabad, Pakistan**

- Preparation of Fortnightly Sales Reports (Fly Dubai, Air Arabia, Serene Air, Shaheen Air & Daewoo Express).
- Manage Top ups airline web IDs (Shaheen Air & Air Arabia). Post CN/ DNs in respect of Supplier side correction.
- Agent's fortnightly incentive verification & disbursement (Shaheen Air).
- Verification of CN/ DNs received form Branch side, Support to branches in Queries related to Airlines and System.
- Prepare fortnightly payable report, Finalization of Payables to Airlines and ensuring timely payments.
- Monitoring of Advances to Airlines and their settlement.

**Accountant & Store In-charge**  
**United Communicators**

**Feb 2014 – Oct 2015, Islamabad, Pakistan**

- Maintaining Customers Accounts at Quick Book, Maintaining Cash Book, Preparing Bank reconciliation statements.
- Working on Accounts Payable & Accounts Receivable, Petty Cash Handling.
- Preparation of CPV, BPV, CRV, BRV & JVs.
- Following up customers for pending acceptances.

**EDUCATION:**

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**Masters in Commerce (M.Com)**

Hazara University - 2014 – 3.2 - Pakistan

**Bachelors in Commerce (B.Com)**

Hazara University - 2012– 3.2 - Pakistan

**SKILLS:**

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- Proactive with superior oral and written communication and interpersonal skills.
- Capability of working in a multitasked, fast-paced and changing environment.
- Well-developed leadership, organizational, analytical and problem-solving skills.
- Ability to work on multiple engagements concurrently.
- Good analytical skills coupled with problem solving expertise and creative & research-oriented approach.

**SOFTWARE:**

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Good command over:

- MS EXCEL
- MS WORD
- MS POWERPOINT
- POWER BI & POWER QUERRY (Hands on).
- Quick Book, SAP PRD, BEAMS, CATALYST & EDGE:

**LANGUAGES:**

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- English
- Urdu

Valid UAE Driving License.