

ATIF IFTIKHAR



✓ Graduate (MBA Finance)

✓ UAE/GCC Experience

✓ +9 Years of Experience

✓ 4 Years UAE Experience

✓ Accountant| Audit |Customer Service

Residence: Dubai (Willing to relocate)

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Email: Atif4148@gmail.com

Visa Status: Employment

Notice Period: 30 Days

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Professional Summary

GRADUATE (FINANCE)

Highly motivated, detailed oriented, quick learner and energetic Financial Accountant and Auditor with more than 9 years of experience in the Accounts, Audit and Customer Service with excellent analytical and strong organizational skills excellent communication skills with a talent for analyzing problems, developing and simplifying procedures, and finding innovative solutions for job efficiency.

Expertise

GAAP | BALANCE SHEET | PROFIT & LOSS | VAT KNOWLEDGE | INTERCOMPANY| PAYROLL | ERP | FINANCIAL ANALYSIS|
|TREASURY MANAGMENT| AUDIT | AMIGO | ODOO

Professional Experience

Samana Group of companies Dubai, UAE

Samana International Real Estate Development LLC



Accountant (From March,2023 – Continue)

- Receivables Aging Analysis (Project wise, Sales Type wise, and Nationality wise) For overdue collection.
- Managing Sales Team Commissions and Real Estate Agents Commissions as per SOPs.
- Implementation of Cash Flow Management, Forex Rates, Bank Relationship Management.
- Daily Collection Reconciliation, Coordination with banks for international transfers customer wise posting.
- Treasury Management & Credit Control, Bank balances updating and posting of pending entries.
- Ensure Escrow Account Management is in compliance with RERA Regulations and RERA Audit.
- Managing Sales Team and Real Estate Agents Commission as per SOPs.
- Ensure TAS (Trust Accounting System) is updated and periodic reconciliations are done with bank balances.
- Review of Commission payments, Unit Registration payments on TAS and Oqood portal.
- Recording financial transactions in accordance with reporting standards GAAP.
- Accounts Receivable and Accounts Payable Management.
- Preparation and presentation of funds position for companies' funds management.
- Generate Detailed Revenue reports to support decision making and strategic planning.
- Ensure compliance with VAT Regulations Include Accurate reposting and filing.
- Preparing customer refund reports and making refund payments.
- Prepare Balance sheet, Profit and loss on monthly and yearly basis.
- Preparing and presenting funds utilization report and project costing.
- Preparing PDC Issuance/Collection report/Bounced Cheques report.

Nizam Sons Pvt Limited



Senior Accountant (Dec,2019 – Feb,2023)

- Evaluation of financial documents to make accuracy and compliance with law and regulations.
- Identify and evaluate the risk, assess controls and provide recommendations to management for mitigation of risk.
- Performing Sales tax audit and verifying that there is no input vat left unadjusted
- Verification of Stock reports with physical reports on Periodic basis.
- Verification of Assets with FAS Fixed Assets Schedule| FAR Fixed Assets Register and Physical verification along with asset coding in ERP.
- Analysis of Accounts Receivable and Accounts payable balance and Ageing report analysis.
- Preparing Bank reconciliation statement on daily basis.
- Vendor payment schedule and funds utilization.

UAE Exchange LLC- DUBAI, UAE



Customer Service/Teller/Accountant (June,2015 – June,2018)

- Providing exceptional customer service to foreign/Local clients.
- Recording financial transactions in accordance with reporting standards GAAP.
- Preparing monthly expenses analysis report.
- Analyzing financial data including sales and expenses analysis, Horizontal and vertical analysis.
- Cash handling, Management & Reconciliation (Physical CIH With GL) on daily basis.
- Preparing customer refund reports and making refund payments.
- Preparing Customer happiness reports.
- Ensuring accuracy of customer data and secrecy w.r.t KYC/AML/CFT.
- Verification of Accounts Payable and making timely payments to vendors.
- Online local and international bank transactions handling.
- Recording day to day transactions and verifying with supporting.
- Recording and reconciling intercompany transactions.

Haier Pakistan Pvt Limited



Accounts Executive (September,2011 – Feb,2015)

- Review financial statements, gathering and analyzing data to verify accurate representation of transactions.
- Collaborated with Senior accounts staff to drive development of Annual/Semi Annual financials plan, critically assess existing controls and making necessary financial reports.
- Followed-up audit observations to evaluate implementation of suggested corrective/preventive actions.
- Ensuring accuracy in every aspect for walk in customer collections.
- Designed action plans for improved internal controls.
- Preparing Petty cash expenditures, Journal entries, Daily book keeping Closing.

Other Skills and Achievements

- Microsoft Excel, Word, Power point, financial data visualization
- Worked on ERP's CRM, Amigo, Odoo
- Best Supporting Employee of the Year Award (Accounts Deptt) in Haier Pakistan Pvt Ltd.
- Interested in exploring new things and time management.