



Taha Abdul Rab

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WORK EXPERIENCE

02/2023 – CURRENT Karachi, Pakistan

OPERATIONS MANAGER JAZA ENTERPRISES & COMPANY

As an Operations Manager for Jaza Enterprises & Company I'm responsible for overseeing and coordinating the day-to-day operational activities within an organization. This role involves strategic planning, resource management, and ensuring the efficiency and effectiveness of various departments. As an Operations Manager plays a crucial role in optimizing processes, improving overall performance, and contributing to the achievement of organizational goals.

My Key Responsibilities are:

- **Strategic Planning**
- **Resource Management**
- **Process Optimization**
- **Team Leadership**
- **Quality Control**
- **Vendor and Supplier Management**
- **Risk Management**
- **Communication**
- **Data Analysis and Reporting**
- **Compliance**

10/2020 – 02/2023 Karachi, Pakistan

ACCOUNTANT FEROZE POWER (PRIVATE) LIMITED

As an Accountant for Feroze Power (PVT.) LTD., I have played a vital role in managing financial transactions, reporting, and ensuring compliance with accounting principles. My responsibilities includes maintaining accurate financial records, preparing financial reports, and supporting budgeting and forecasting activities. My strong background in accounting, attention to detail, and a commitment to financial integrity were my major factor as a key player.

My Key Responsibilities were:

- **Financial Recordkeeping**
- **Accounts Payable and Receivable**
- **Bank Reconciliation**
- **Financial Reporting**
- **Budgeting and Forecasting**
- **Tax Compliance**
- **Cost Analysis**
- **Audit Support**
- **Financial Systems and Software**
- **Compliance and Ethics**

02/2020 – 10/2020 Fujairah, United Arab Emirates

SENIOR ACCOUNTANT TEALS FZE LLC

As a Senior Accountant for Teals FZE LLC in the Gulf Cooperation Council (GCC), I was a key member of the finance team, responsible for managing financial activities and ensuring compliance with local regulations.

My role in the company includes overseeing day-to-day accounting operations, contributing to financial strategy, and providing leadership in financial reporting and analysis.

My Key Responsibilities were:

- ***Financial Reporting***
- ***Budgeting and Forecasting***
- ***Tax Compliance***
- ***Financial Controls***
- ***Accounts Payable and Receivable***
- ***Fixed Assets Management***
- ***Audit Coordination***
- ***Compliance and Regulatory Reporting***
- ***Team Leadership and Development***
- ***ERP System Utilization***

02/2017 – 01/2020 Karachi, Pakistan

ASSISTANT ACCOUNTANT NADEEM TEXTILE MILLS LIMITED

As an Accounts Assistant in Nadeem textile Mills Limited, my role was bit crucial in supporting the finance and accounting functions. My responsibilities includes handling daily financial transactions, maintaining accurate records, and assisting in various accounting tasks. My strong attention to detail, basic accounting knowledge, and the ability to work efficiently within a team drives me a key player for the company.

My Key Responsibilities were:

- ***Financial Transactions***
- ***Accounts Receivable and Payable***
- ***Bank Reconciliation***
- ***Petty Cash Management***
- ***Expense Reports***
- ***Inventory Accounting***
- ***Financial Reporting Assistance***
- ***Vendor Communication***
- ***Data Entry and Filing***
- ***Ad Hoc Tasks***

07/2014 – 01/2017 Karachi, Pakistan

REGIONAL SALES MANAGER IT CLOUD

As a Regional Sales Manager my responsibilities were driving sales and revenue growth in the Southern region of Pakistan. This role involves developing and implementing sales strategies, managing a high-performing sales team, and fostering strong relationships with clients. With a proven track record in IT sales, exceptional leadership skills, and a deep understanding of the software licensing landscape.

My Key Responsibilities were:

- ***Sales Strategy and Planning***
- ***Team Leadership***
- ***Customer Relationship Management***
- ***Revenue Generation***
- ***Market Analysis***
- ***Product Knowledge***
- ***Sales Forecasting and Reporting***
- ***Contract Negotiation***
- ***Compliance and Documentation***
- ***Collaboration***

05/2011 – 06/2014 Karachi, Pakistan

ASSISTANT OPERATION MANAGER CUM ACCOUNTANT PRINT LINE PACKAGES

Printline Packages is a dynamic printing press committed to delivering exceptional printing solutions to it clients. Printline is a highly organized and detail-oriented individual. As an Assistant Operations Manager cum Accountant for press, I was having a pivotal role in supporting both operational and financial aspects of the printing press. This includes managing day-to-day operations, coordinating with production staff, and handling accounting responsibilities.

My Key Responsibilities were:

- **Operations Management**
- **Financial Transactions**
- **Accounts Payable and Receivable**
- **Budget Assistance**
- **Quality Assurance**
- **Client Interaction**
- **Inventory Management**
- **Reporting**
- **Team Collaboration**

● **EDUCATION AND TRAINING**

2014 – CURRENT Karachi

BEGINNER CMA Institute Of Cost & Management Accountant Pakistan

2010 – 2013 Karachi, Pakistan

BACHELORS University Of Karachi

2007 – 2009 Karachi

HIGHER SECONDARY EDUCATION Aga Khan Higher Secondary School

2007 Karachi, Pakistan

ELEMENTARY & SECONDARY EDUCATION The Educators School

● **DIGITAL SKILLS**

Microsoft Office | Team-work oriented | Microsoft Excel | Microsoft Word | ERP | Quick Books |
Decision-making | Managers Software | AHPS Operator | Transacting via Digital Channels | Microsoft
Dynamics

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU**

Other language(s): **ENGLISH**