

Ahmad Afridi

When I learned of Goodlines's need for an Accountant, I felt compelled to submit the enclosed resume. As an accounting professional with more than 7 years of experience managing general accounting and reporting responsibilities, I am well positioned to exceed your expectations for this role.

From generating and analyzing financial reports and overseeing account reconciliations to driving month-close processes and implementing effective financial policies, I excel in strategically performing all aspects of accounting operations. My demonstrated success in collaborating with peers to achieve top performance level—along with my expertise in Microsoft Excel, ADP, and Oracle—prepares me to make a significant impact on your organization's bottom line. Consider the following highlights of my experience include:

Accurately and expeditiously managing accounting procedures, variance analyses, ad-hoc reports and projects, general ledger account tasks, and cost-reduction efforts to propel organizational performance.

Ensuring all accounting procedures comply with internal and external regulations and policies.

Driving the success of various financial analysis projects involving Excel pivot tables and spreadsheets through expertise in VLOOKUPS.

Excelling within a time-sensitive, fast-paced atmosphere while implementing highly efficient and accurate procedures to maximize productivity; perform effectively within both independent and team-oriented environments.

With my experience in general accounting operations, combined with my solid interpersonal and problem-solving skills, I am ready to provide outstanding service within your company. I look forward to meeting with you and discussing how I am prepared to make a strong contribution in this role. Thank you for your consideration.

Sincerely,

Ahmad Afridi
Dubai, United Arab Emirates
+971525928428



Ahmad Afridi

Accountant

IN BRIEF

Organized Accountant with 7 years of managing accurate accounting information, tax return support, bookkeeping and corporate operations. Astute financial professional with keen eye for detail and high level of integrity. Works well in large teams in corporate environments. Experienced Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Capable of handling detail-oriented work in methodical and organised fashion. Seeking challenging, growth-oriented position where field expertise, resourcefulness and diligence can make positive impact on business operations

SKILLS

ACCOUNTING	<div></div>
PROBLEM SOLVING	<div></div>
MS EXCEL	<div></div>
ACCOUNTING ERPS	<div></div>
AP/AR	<div></div>
CREDIT RECOVERY	<div></div>
COMMUNICATION	<div></div>
POWER BI	<div></div>

LANGUAGES

ENGLISH	<div></div>
---------	-------------

AWARDS

Credit Controller of the Month
Brothers Gas Bottling and Distribution
(Dubai,UAE), October / 2022



EXPERIENCES

Credit Controller

IN Apr 2022 -

Brothers Gas Bottling and Distribution, Dubai, United Arab Emirates,

Chased clients to procure payments in line with agreed terms and conditions. Created pivot tables and VLOOKUPS in Excel. Informed new customers on up-to-date credit terms and conditions. Investigated invoices, requesting appropriate evidence from suppliers. Identified most pressing client debt cases to pursue. Minimised risk by proactively advising management of active payment issues. Followed up monthly statements with courtesy calls to customers. Oversaw correct daily account balancing process. Conducted credit checks and monitored credit alerts. Assessed customer compliance with repayment schedules through thorough account reviews. Posted journal transactions and cash receipts on sales ledger. Negotiated terms and conditions, payment plans and settlements. Contacted customers about overdue payments by phone, letter and email. Managed 200+ customer accounts, encouraging early settlement of any outstanding payments.. Received debit and credit card payments by phone. Negotiated payment plans suitable for clients.Reconciled complicated accounts provided by accounting team.Developed guidelines and procedures to achieve timely payments from customers.Monitored outstanding balances and followed up payments.

Accountant.

IN Jan 2016 - Mar 2022

City Dental Hospital, Peshawar, Pakistan,

Recording of invoices as well as transactions on daily basis in order to prepare Financial Statements. Compute figures to determine balance, differences, adjustments, reviewing and totals to reconcile all transactions at the end of each Month. Conduct month end closing activities so that all current costs must be reflected as expenses of the current month. Effectively and efficiently manage the company's petty cash operations through proper inspection and payments of bills, receipts and cash count. Reconciliation of supplier accounts on a monthly basis Daily checking of vendor account with debit and credit balance in the system to match payments made against invoice recorda Prepared Budget for dental hospital, taxation VAT, cost controlling, inventory, payrolls generation etc Analyzing the financial statements and giving the snapshot to the senior Accountant or manager Taking actively part in decision making to control variable expenses and give suggestions to increase revenue for the shareholders.

By acheiving 100+ Credit Recovery from Customers.

Credit Controller of the Month
Brothers Gas Bottling and Distribution (Dubai, UAE), June / 2022

By Acheiving 100+ Credit Recovery from the Customers

Employee of the Year
City Dental Hospital (Peshawar, Pakistan), January / 2021

Acheived 98% result by implementing QuickBooks for Accounting Tasks.

CONTACT



Dubai, United Arab Emirates



0525928428



afridiahmad204@gmail.com



www.linkedin.com/in/ahmad-afridi-b1354b1b7

PROJECTS

Bad Debts Recovery
Assistant Manager, 3 Months, 10 Team members

My role was to reconcile the customers SOA, which i had done in effectively and efficiently manner. We had recovered 50% of the Bad Debts from customers which remain stuck their for 2 years.



EDUCATIONS

BACHELOR'S IN BUSINESS
ADMINISTRATION HONORS,
Accounting & Finance

IN 2015 - 2020

University of Peshawar, Pakistan, Peshawar, Pakistan

Received Award of Topper from University by Acheiving 4.0/4.0 CGPA



HOBBIES

Travel

Sports

DECLARATION

All the information provided in this resume is true to the best of my knowledge and belief.