

ADNAN ALTAF

Freelance Visa

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Dubai

SUMMARY

Experienced Accountant with four years in managing accounting transaction, budgeting, accounts payable, account receivable. A highly motivated and detail-oriented professional with extensive experience in phone banking. Skilled in providing exceptional customer service, handling customer inquiries, and resolving customer complaints.

LANGUAGES

English Urdu Advanced Advanced ●●●●●

Certificates

MS word \$Excel Six-month certificate
English Language Six-month certificate

Address

Near Satwa Buss station Villa NO 1
Dubai.

Skills

Account Receivable
Account Payable
Budgeting
Time Management Skills
For casting
Critical Thinking Skills
Prepare Financial Statement
Data Analyse
Teamwork
Decision Maker
Problem Solving

EXPERIENCE

Real Estate Agent 03/2024 09/2024

Good Luck Real Estate

Dubai

- Providing guidance and assisting sellers and buyers in marketing and purchasing property for the right price under the best terms.
- Determining clients' needs and financials abilities to propose solutions that suit them.
- Performing comparative market analysis to estimate properties' value.

Accountant

12/2019 - 01/2024

Rehman Traders

Muzaffarabad,
Pakistan

- Manage all accounting transaction
- Prepare budget forecasts
- Handle monthly, quarterly and annually closings
- Reconcile account payable and account receivable
- Ensure timely bank payments

Phone Banking Officer

01/2016 - 10/2019

United Bank Limited

Karachi, Pakistan

- Managed up to Number customer inquiries per day in fast-paced center
- Processed refunds, exchanges and service requests for customers
- Handled high-volume telephone calls to address and resolve customer queries
- Tracked trending issues and prepared reports for supervisory team to address repeated concerns
- Gave out information and advice about available Product and Services options

EDUCATION

B.Com | Commerce

01/2010 03/2013

University of Azad Jammu and Kashmir

Muzaffarabad

03/2007 1/2009

Higher Secondary School Certificate

Muzaffarabad

- Muzaffarabad college

01/2004 12/2006

Secondary School Certificate

Muzaffarabad, AJ K

- Ali Akbar Awan Government Model High School, Muzaffarabad AJ K