

# RESUME

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## **ACCOUNTS PAYABLE / RECEIVABLE/ASSISTANT CHIEF FINANCIAL OFFICER/ASSISTANT FINANCE MANAGER**

**Name:** Nabeel Abbas

**Address:** PO Khas Lakhanwal Khurd  
Tehsil, & District, Gujrat Punjab, Pakistan

**Mobile:** +92 342 4835453

**WhatsApp:** +971-569782081

**Email:** na5121472@Gmail.com

## **Personal Statement**

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Experienced and detail-oriented Accounts Officer seeking to contribute extensive financial expertise and analytical skills to a dynamic organization. Committed to ensuring accuracy and compliance in financial reporting while implementing efficient processes to optimize financial performance. Eager to leverage a solid background in accounting principles and proficiency in financial software to support the company's growth objectives.

## **Work Experience**

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**Accounts Officer, Sadiq Exchange  
Company (Private) Limited, Gujrat,  
Pakistan. 06/2020 – Present**

### **Responsibilities & Achievements**

- ✓ Reporting daily base operations data of Exchange Company to the state Bank of Pakistan through data acquisition portal.

- ✓ Monitoring the Branches Compliance Issues as per state Bank Rules and regulations.
- ✓ Filling the CTR & STR of Highlighted transactions.
- ✓ Reconciling the daily remittance (Inward, & Outwards) with agents (Western Union, MoneyGram, & RIA).
- ✓ Daily Reconciling the 10+ Bank Accounts of Different Currencies Like, PKR, USD, GBP, EUR etc.
- ✓ Monthly Reconciling the Paid Staff Salary through Banking Channels, and Cash.
- ✓ Monthly Reconciling the Paid Rent of 40+ Outlets.
- ✓ Monitoring the Daily Closing Operations of 40+ Branches.
- ✓ Dealing Operational activities of Export of foreign Currency from out of country.
- ✓ Handling Miscellaneous payments to the vendors.
- ✓ Weekly Reconciling Head Office Petty Cash, & Regional Office Petty Cash.
- ✓ Monthly Revaluation of Securities with RIA, Western Union, and MoneyGram.
- ✓ Daily Revaluation of Branches FCY Closing Stock as per E-Cap Rates & State Bank Requirements.

## **Certification / Training:**

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DAP (Data Acquisition Portal)  
(Reporting Exchange Companies  
Data to State Bank of Pakistan)

26-September-2023.

## Work Experience

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**Assistant Finance Manager, Taseheel International Accounting & Auditing, Dubai. 05/2017 - 11/2019**

### Responsibilities & Achievements

- ✓ Assisted in the development and implementation of operational strategies to improve efficiency and productivity.
- ✓ Oversaw day-to-day operations, including inventory management, scheduling, and resource allocation.
- ✓ Trained and mentored staff to ensure adherence to company policies and procedures.
- ✓ Analyzed operational data to identify trends, issues, and areas for improvement.
- ✓ Assisted in the preparation of budgets, forecasts, and financial reports.
- ✓ Filing the VAT Return as per U.A.E Law.
- ✓ Processing and reconciling the staff salary through W.P.S
- ✓ Daily Monitoring the purchase orders, outlets Invoices, sales reports.

### Skills

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- ✓ Operations Management
- ✓ Budgeting and Financial Analysis
- ✓ Team Leadership
- ✓ Vendor and Client Relationship Management
- ✓ Quality Control and Assurance Risk Management
- ✓ Communication and Interpersonal Skills

## Qualifications

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University of Gujrat, Punjab, Pakistan.

2013 - 2015

Master's degree

Master of Commerce Degree in Accounts & Finance (Pass)

University of the Punjab

2011 - 2013

Undergraduate degree

B.com (First)

Government College of Commerce Gujrat, Pakistan.

2009 - 2011

A-Levels:

- Accounts & Finance – B

Government Boys High School Lakhanwal Khurd Gujrat, Pakistan.

2009

O-Levels:

- Science – B

## References

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### Naade Ali

Chief Accounts Officer

naadeali@sadiqexchange.com.pk

Sadiq Exchange Company (PVT) Limited.

Ph No: +92 336 4669071

Office 01 & 02 Sadiq Plaza Kutchery

Chowk, Gujrat, Punjab, Pakistan.

### Hamza Usman

Accounts Officer Receivable/Payable

raheemhamza92@gmail.com

Rafiq Engineering Industries (Pvt) Ltd. (ROYAL FANS).

Ph No: +92 309 8552491

GT Road, Gujrat, Punjab, Pakistan.