

# RAFI ULLAH KHAN

## SUMMARY:

Detail-oriented and driven Junior Accountant with three years of experience and knowledge of general accounting principles. Excellent financial forecasting and budget development expertise that can help an organization manage a strong and healthy financial status.



## EXPERIENCE

### FAIZ UL WAHAB TECHNICAL SERVICE LLC DUBAI

#### JUNIOR ACCOUNTANT (2022- PRESENT)

- Post and process journal entries to ensure all business transactions are recorded
- Track and monitor accounts receivable
- Issue and prepare invoices
- Track and monitor accounts payable
- Perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements
- Adhere to legal and company accounting and financial guidelines
- Assist other departments such as HR and Marketing with reviewing of expenses
- Update financial data in a timely manner
- Ensure that information is accurate
- React in a timely manner if the information is not accurate
- Develop KPIs
- Measure KPIs and prepare reports
- Support senior accountants
- As needed, assist with other accounting projects

## CONTACT

Address: Dubai, United Arab Emirates

Phone: +97569750518

Email: Rafiullahswat463@gmail.com

## SKILLS

- Microsoft Office
- SAP
- Excel
- Salesforce
- Communication
- Leadership
- Time Management
- Word
- Problem Solving
- Data Entry
- QuickBooks
- Teamwork
- Project Management
- Sales
- Customer Service
- CRM

## Myrtle Pharma – Karachi pakistan

### Accounts assistant- (2018-2019)

Issue invoices & receive the payment from customers.

Create Purchase orders, Receiving the invoices & make the payment to suppliers.

Customers & supplier statement reconciliation.

---

## EDUCATION

**B.A** (Allama Iqbal University Islamabad, Pakistan)

**Intermediate** ( 2015 ) (Board of swat, Pakistan)

Diploma information technology (DIT) & Autocad from  
**(Khyber computer & vocational college swat, Pakistan).**

---

## PERSONAL INFORMATION

- Date of birth: 01/01/1998
  - Nationality: Pakistani
  - Marital status: Married
  - Religion: Islam
  - Visa: Employment visa
- 

## DRIVING LICENCE NO 3

- 4333584, Issue Date 07/09/2022 Expire Date 07/09/2024
- 

## LANGUAGES

English: B1  
Professional

Urdu: C2  
Proficient

pashto: C2  
Proficient