**ABDUL RAFAY IFTIKHAR**

**PROFESSIONAL ACCOUNTANT**

**Karachi 74700 abdulrafayiftikhar@gmail.com 03203038031**

I am a performance oriented and proactive finance and accounting professional who possess an immaculate knowledge of accounting controls, financial reporting, audit, and bank reconciliation. I am an expert in Quickbooks and Xero, as well as at rendering support in executing and preparing reports. I am a level-headed professional with blend of academic credentials, analytical agility and relentless enthusiasm toward accounting systems, capable of executing measures to maintain consistency in internal controls as per SOP’s set by the company. I am an effective team player having capability to ensure execution and timely management of services to meet company’s objectives and their deadlines. I have competency in domains of business communication, presentation and planning as well.

Willing to relocate: Anywhere



# WORK EXPERIENCE

## Assistant Accountant

**Patel Hospital** - Karachi November 2020 to Present

Responsibilities/Accomplishments:

1. Bookkeeping of Revenue Side Transaction
2. Invoicing and Handling Payments
3. Managing bank Accounts

## Assistant Accountant

**BUSINESS LINKS INTERNATIONAL** - KARACHI

July 2019 to November 2019 Responsibilities/Accomplishments:

1. Payroll Management
2. Petty Cash Management
3. Managing Bank Accounts
4. E -Filing of SRB And FBR Returns

Work Other Than Responsibilities/Accomplishments:

1. Inventory Audit and Management

## Senior Auditor

**Alliott Hadi Shahid Group** - Karachi October 2018 to July 2019

Accomplishments:

1. Complete Services Mess Audit
2. Completed Accountancy of Sanghaar Housing Scheme (Gawadar)
3. Completed the Due Diligence and Feasibility successfully at Pak Kuwait Takaful Company Limited (PKTCL)
4. Currently working on audit project at Pakistan Institute of Living and Learning (PILL)

Other Accomplishments:

1. Completed website designing and development of the Firm

## Audit Trainee

**Sandhu & Co. Chartered Accountants** - Karachi February 2016 to July 2016

Accomplishments:

1. Completed the audit project successfully at Hashus Cotton Exchange Mills
2. Completed the audit project successfully at All Pakistan Women Association (APWA)
3. Completed the audit project successfully at Askari Phase V Cooperative Housing Society

## Accounts Assistant

**AZ Agency** - Karachi

July 2009 to December 2014

Responsibilities/Accomplishments:

1. Effectively managed recognition of monthly journal entries in context to receivables and payables, drawings in company's ERP software and reporting manager for verification.
2. Preparing timely bank reconciliations for overall bank accounts of company, identifying weaknesses in company's book to find omission of any account entry and entry with wrong amount
3. Successfully preparing monthly report for billing purpose. Maintaining monthly sales tax report summary and reporting to manager.
4. Rendering support in reconciliation of customers' accounts by coordinating to those whose balance is due and reported to operational management for taking appropriate actions
5. Managing day to day transactions in system from sales receipts and ensuring accuracy.



# EDUCATION

## Bachelor's in Finance and Accounting

**Karachi University** - Karachi February 2010 to December 2013

## MBA

**Iqra University** - Karachi November 2021 – In Progress



# SKILLS

### QuickBooks (5 years)

* + **Xero (Accounting Software) (1 year)**
  + **MS Office (6 years)**
  + **ERP Next (Accounting Software) (1 year)**