

HAFIZ REHMAN ALI

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PROFESSIONAL PROFILE

To join dynamic and progressive organization where my acquired knowledge and skills can put to use and where my career progressive can follow stable path in challenge and highly competitive environment.

PERSONAL DETAILS

Availability **Immediately**
Nationality: **Pakistani**
VISA STATUS: **Employment Visa**
Marital Status: **Married**
Languages: **English, Urdu**
Date of Birth: **01-01-1992**

QUALIFICATIONS

M.COM

Global institute Lahore Pakistan

B.COM:

Punjab University of Lahore Pakistan

D.COM:

Punjab Board of Lahore Pakistan

METRIC:

B.I.S.E. Multan Pakistan

PROFESSIONAL EXPERIENCE

UAE EXPERIENCE

**Fresh Fruit Order
Accountant**

- Manage all accounting transections.
- Purchase And Sale Report.
- Bank Reconciliation.
- Make Invoices Export and Import.
- Daily Check Day Book Purchase, Sale, Cash Receipt, Receipt notes.
- Purchase invoice enter in system with vat.
- Analyze data and cross-check the accuracy.
- Records Proper and Accurate Transections in Tally Prime System.

Accountant

SHIFA INTERNATIONAL HOSPITAL LTD

More Than 5 years' Experience

Work Description.

Achievements/Tasks

- Reconcile accounts payable and accounts receivable.
- Collect and analyzed client's data and financial transaction documenting accounting control procedures
- Maintained financial records and ensure proper recording of operations required to the financial workflow.
- Produce Profit and loss statement and other financial reports, including audit vendor list price.
- Prepare Financial Statements, expense records.
- Understand the company's financial situation and help with the subsequent decision making.

Receptionist Supervise Admission, Discharge & Penal Bill

More Than 2 Years' Experience

- Prepare bills penal, cash and discharge patients from Hospital.
- Patient admit in Hospital and his approval as per condition send details and also send diagnostics to insurance companies. Taken id card and insurance card from penal patients for approval.
- Collect & refund payment through cash, cheque, credit card, bank drafts, issue receipt to patients immediately.
- Prepare patient medical bills with accuracy.
- Review admission documents, admit patients and collect required deposit as per policy.
- Excellent attendance, Punctuality, dress code and professional grooming at all time.
- Greet and introduction self to patient/families and offer help as needed.
- Ability to work as a team member and contributes to ongoing team building.
- Establish and maintain good working relationship with co-workers and others department.
- Supervise complete patient's rooms, ward, unit and initiate maintenance requisition (if required) and coordinate with maintenance department for quick action and ensure the completion of work.

Accountant

Farooq Enterprises LTD Faisalabad
More than 1 year Experience.

Accountant

Waqas Weaving Factory (Waqas
Export) More Than 1 year
Experience

Work Description

- Prepare, examine, analyzing accounting records. financial statements and other financial reports to asses accuracy. Establish tables of accounts and assign entries to proper accounts.
- Tally General ledgers with companies.
- Tally bank statements with cash book. Assign entries of cash vouchers.
- Prepare and maintain order closing reports of companies
- Prepare and maintains profit and loss accounts of companies.

SKILLS:

- Strong planning, organizational and team leadership
- Computer Skills Windows, MS. Word, MS Excel, MS.
- PowerPoint, Internet/Email, Microsoft Office.
- Oracle Software, ERP System.
- Good Interpersonal Communication Skills
- Management Skills.
- Time Management Skills.
- Crises Management Sills.
- Confident and Poised in Interactions with individuals of all levels.

References

Reference will be provided on demand