

ATTIQ UR REHMAN

Islamabad, Pakistan

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PROFESSIONAL EXPERIENCE

1. Accounts Officer

Farooq Group (Farooq Hospital)

1st August 2024– Present

- Vast understanding (Logical) with Accounting Software (HMIS) and MS Office
- Coordination and vendors management for Invoices and Verification (3-way verification), Voucher and sought approvals on monthly basis. Reconciliation of vendors payment for outstanding.
- Bank Reconciliation, Coordination with bank for Inflows and Outflows.
- Day Book Management, Daily Closing, cash management,
- Salary Payment to Employees on monthly basis.
- Shares Management (Hospital and Consultants) and financial reporting for future decision
- Costing and Profit and Loss Statement for various departments for future decisions.

2. Departmental Secretary, (Finance & Materials Management)

Isolation Hospital & Infection Treatment Centre Chak-Shahzad, Islamabad- Ministry of Health, Government of Pakistan.

1st Jan 2021– 31 July 2024

- Successfully completed a special audit conducted by the Auditor General's of Pakistan (AGP) FY-2020-21 & 2021- 22
- Coordination and vendors management for Invoices and Verification, Voucher and sought approvals on monthly basis.
- Management of full payment Cycle. Verification of invoices with the Purchase orders and Goods Receiving Notes/Delivery Challans, Cheques preparation and Issuance
- Reconciliation of vendors payment and resolve any discrepancy or outstanding due.
- Payroll and bank transfer letters, Coordination with AGPR and NBP
- Preparation of Financial Reports. Cash Book, Expense Book, Schedules of Payments, Bank Reconciliation, Petty Cash, Budget.
- Month-end and year-end closing, preparation of accruals and reconcile accounts payables
- Tax Knowledge, slabs for income/withholding taxes, Sale tax of different categories on different types of goods/Services.
- Liaison with inter and intra departments, Bank, AGPR, AGP.
- Knowledge of PPRA and Procurement Practices. Certificate of Achievement for successful completion of Tender and contract award process FY-2021-22.
- Process Requisitions, Quotations, RFI, s, RFP, RFQ Evaluations of Offers and issuance of Purchase Orders, Work Completions.
- Inventory & Logistics Management

OBJECTIVE

I am a dedicated advocate for professionalism and transformational leadership, actively seeking a role in reputed organization to contribute my skills and innovative mind-set for your organization's growth. My commitment to integrity and continuous learning, coupled with a strong work ethic, positions me as a valuable asset. I am eager to collaborate with like-minded professionals to drive positive change and align with your company /institution's vision.

EDUCATION

1. **MS in Business Administration** (degree awaited)
Hamdard University
Islamabad
GPA – 3.4
2. **Master of Commerce**
University of the Punjab
59%

SKILLS

- *Computer and Software Proficiency (MS Office, QuickBooks, outlook)*
- *Cost Analysis*
- *Sourcing Strategies*
- *Financial Analysis*
- *Problem Solving*

LANGUAGES

1. *English*
2. *Urdu*
3. *Punjabi*

CERTIFICATIONS

1. *Quick Books from Digi skills*
2. *Introduction to SAP (ERP) Great Learning (2023)*