

ATTIQ UR REHMAN

Accounts Payable Officer

☎: 03219573015

Date of Birth : 07/14/1993

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Gender : Male

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Dhokechaudhrian Rawalpindi cantt, Rawalpindi,
Pakistan/Punjab.

Nationality : Pakistan

SUMMARY

A highly skilled and detail-oriented finance professional with over 5 years of experience across various organizations. Recently served as an **Accounts Payable Officer**, where I demonstrated expertise in invoice processing, vendor management, reconciliation, and financial reporting. Adept at handling complex financial tasks with precision and efficiency while maintaining strong relationships with vendors and ensuring compliance with company policies. Proficient in accounting software such as SAP, Oracle, and QuickBooks, as well as Microsoft Excel. Known for my analytical mindset, attention to detail, and ability to meet deadlines in fast-paced environments. Passionate about delivering accurate financial solutions and contributing to the overall success of the organization.

WORK EXPERIENCE

February 2022 - December 2024 **Accounts Payable Officer**

Bio-Labs Pvt Ltd

Rawalpindi, Pakistan

Skilled in managing end-to-end accounts payable processes, including verifying and processing invoices, reconciling vendor accounts, and ensuring timely payments. Proficient in maintaining accurate financial records, resolving discrepancies, and adhering to company policies and compliance standards. Experienced in using accounting software and collaborating with teams to streamline financial operations and meet deadlines.

January 2016 - March 2016

Bank Internee

Askari Bank Limited

Rawalpindi, Pakistan

Gained hands-on experience in banking operations, including assisting with customer service, processing transactions, and maintaining accurate financial records. Supported account opening, document verification, and compliance checks while ensuring adherence to banking policies and regulations. Developed knowledge of financial products, enhanced problem-solving skills, and collaborated with teams to improve workflow efficiency. Proficient in handling administrative tasks and delivering excellent customer support in a

fast-paced environment.

August 2016 -
December 2016

Accounts Internee

IKAN Engineering Pvt Ltd

Islamabad, Pakistan

Assisted in maintaining financial records, performing data entry, and preparing journal entries. Gained experience in reconciling accounts, processing invoices, and supporting month-end closing activities. Developed a strong understanding of accounting principles and financial reporting while collaborating with the team to ensure accuracy and compliance. Proficient in using accounting software and managing administrative tasks to support the finance department.

January 2018 -
July 2021

Asset Data Entry Operator

Khushhali Microfinance Bank

Islamabad, Pakistan

Accurately managed asset data by inputting, updating, and verifying information in the asset management system. Maintained detailed records of asset acquisitions, transfers, and disposals while ensuring data integrity and compliance with company policies. Assisted in generating asset reports, reconciling discrepancies, and supporting audits. Proficient in data entry, organizational skills, and handling sensitive information with confidentiality.

July 2021 -
November 2021

Credit Administrator & Risk Officer

U Microfinance Bank

Islamabad, Pakistan

Credit Administrator: Managed the credit approval process, including reviewing and processing applications, verifying documentation, and ensuring compliance with company policies. Assisted in monitoring loan portfolios, tracking repayments, and generating reports. Supported the risk management team in minimizing non-performing loans and maintaining accurate credit records.

Risk Officer: Identified, assessed, and mitigated financial and operational risks, ensuring compliance with regulatory standards. Monitored key risk indicators, prepared risk assessment reports, and implemented strategies to minimize risk exposure. Collaborated with internal teams to strengthen internal controls and promote a risk-aware culture within the organization.

EDUCATION

September 2014 -
September 2016 **Commerce - Punjab University**

Bachelor Of Commerce

Rawalpindi, Pakistan.

SKILLS

Accounting
Software
Proficiency
Decision
Making



Time
Management



Teamwork
&
Collaboration



HOBBIES

Reading Finance And Business Articles

Traveling

Learning New Skills

REFEREES

Available on Request