



Afif Ahmad Sheikh

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Accountant – Accounts Payable

"Driving Financial Precision and Process Excellence through Strategic Leadership and Operational Insight."

Detail-oriented accounts professional with over 10 years of experience in managing end-to-end AP processes, invoice auditing, and financial compliance within large-scale project environments. Expert in ensuring accurate and timely processing of vendor invoices, maintaining general ledger integrity, and supporting month-end close activities. Proven history of resolving discrepancies, enforcing internal controls, and aligning payment workflows with procurement and finance operations. Exceptional in collaborating with cross-functional teams, driving process improvements, optimising cash flow, and ensuring full compliance with tax regulations and company policies.

CORE COMPETENCIES: Accounts Payable Operations | Invoice Processing & Verification (PO, GRN, Contracts) | Procure-to-Pay (P2P) Cycle | Vendor & Subcontractor Accounting | Payment Processing (EFTs, Cheques, Wire Transfers) | Accruals, Prepayments & Expense Analysis | Financial Data Reconciliation & General Ledger Accounting | ERP Systems (SAP, Oracle) | Bank Guarantee Handling & Tax Documentation (VAT, Withholding) | Audit Support & Financial Reporting | Cash Flow Optimization & Bank Reconciliations | Cross-Functional Collaboration

PROFESSIONAL EXPERIENCE

Saudi Arabian Bechtel Co., Riyadh, KSA

Project Accountant – Subcontracts/Procurement

Dec 2015 – Present

- ✦ Reconcile subcontractor and procurement accounts for 500+ active accounts to ensure accurate book balances and uninterrupted payment workflows.
- ✦ Ensure compliance with financial reporting standards and internal controls by auditing 350+ invoices monthly, validating charges against contract terms, and maintaining transparent records.
- ✦ Track and analyse subcontractor and supplier expenses for 50+ vendors, monitored budget variances of up to \$5M, and generated monthly financial reports to inform cost control and strategic decision-making.
- ✦ Collaborate with project managers and procurement teams to forecast subcontracting costs for 50+ ongoing accounts, develop accurate budgets, and support financial planning aligned with operational needs.
- ✦ Manage financial aspects of subcontract agreements for 100+ contractors that include milestone tracking, accrual postings, and timely invoice processing in coordination with contracts and site teams.
- ✦ Optimise procurement decisions by evaluating supplier pricing for 50+ suppliers, total cost of ownership, and return on investment. Identify cost-saving opportunities that amount to 20% reduction in procurement expenses.
- ✦ Prepare and submit monthly subcontractor status reports and invoice summaries for management teams and client review to facilitate accountability and operational transparency.
- ✦ Maintain accurate logs for 50+ bank guarantees and vendor invoices, resolved ledger discrepancies, and enforced compliance with tax regulations that include VAT verification for 100+ invoices.
- ✦ Monitor subcontractor and supplier advance recovery processes, ensure accurate reconciliation of VAT payments, and enforce retention protocols in alignment with contractual terms.

K-Electric, Karachi, Pakistan

Assistant Manager – Meter Reading

Jun 2015 – Nov 2015

- ✦ Executed billing cycle operations alongside meter readers across 225+ commercial accounts, ensured 100% accuracy in meter readings, and resolved discrepancies through on-site audits and spot checks.
- ✦ Pursued resolution of 110+ irregular billing and excess consumption cases monthly by following up on notices and coordinating corrective measures with internal departments.
- ✦ Verified over 150 customer security deposit payments monthly against billing notices to reflect cash updates in financial records.
- ✦ Coordinated with over two external bill distribution vendors during each billing cycle, tracked load regularisation activity that affected 450+ consumer accounts, and maintained real-time logs.
- ✦ Assigned meter reading data daily to 5 – 10 field agents for commercial category verification and door-knocking activities to support timely bill issuance for over 300 properties.
- ✦ Planned and optimised daily routing schedules for 10-meter readers that cover an average of 40 – 60 locations per day to enhance operational efficiency in bill distribution.
- ✦ Compiled and submitted weekly and monthly MIS reports to Manager, Deputy GM, and Deputy Director, whilst summarising progress and performance metrics across billing operations.
- ✦ Tracked and updated records for 90+ billing irregularity cases monthly in compliance with audit and regulatory reporting standards.

Faysal Bank Ltd., Karachi, Pakistan

Sales Processor | Relationship Manager

Jan 2011 – Jun 2015

- ✦ Processed account onboarding and documentation for over 125 consumer finance accounts in alignment with CAAML policies that included adherence to Know Your Customer (KYC) and Risk Assessment Form (RAF) requirements.
- ✦ Directed end-to-end processing of consumer finance operations, such as booking, vehicle registration, and excise documentation management to ensure accuracy and compliance for 100+ transactions monthly.
- ✦ Liaised with CIU and Operations teams to resolve 25+ discrepancies weekly, adhered to turnaround time (TAT) standards, and secured formal approvals from the Credit Committee.
- ✦ Compiled and submitted timely weekly and monthly MIS reports to Head Office, whilst tracking the performance of 500+ accounts and providing operational visibility.
- ✦ Executed disbursements on a case-by-case basis for 50+ consumer finance cases monthly to maintain accurate records of payments to dealers.
- ✦ Recorded all consumer financing transactions into internal systems on a biweekly basis to ensure up-to-date financial data and audit readiness for 150+ entries per cycle.
- ✦ Generated new business through deposit mobilisation of 50+ CASA accounts and 30+ Term Deposit Relationships (TDR), whilst managing a portfolio of customer deposits.
- ✦ Facilitated customer service delivery for over 100 clients in alignment with internal, regional, and group-level compliance frameworks to maintain high levels of customer trust.
- ✦ Coordinated with CRM and Operations to mitigate risks for 100 financial transactions monthly in compliance with bank policy and regulatory expectations.
- ✦ Transferred original excise return files for 50+ vehicles to the Credit Department to ensure document control and compliance with lending protocols.

The Royal Bank of Scotland Ltd., Karachi, Pakistan

Officer – Consumer Banking | Associate Relationship Manager

Jul 2006 – Dec 2010

- ✦ Drove deposit mobilisation for 150+ CASA accounts and 90+ Term Deposit Relationships (TDR) that expanded 15% portfolio volume and enhanced client engagement.
- ✦ Oversaw account processing for 450+ accounts in full compliance with Know Your Customer (KYC) and Risk Assessment Form (RAF) requirements to ensure seamless onboarding and mitigate potential risks monthly.
- ✦ Attained compliance with bank policies by overseeing 98+ transactional procedures in line with the Bank's System of Procedures to reduce operational risks and ensure audit readiness.
- ✦ Managed a diverse portfolio of client accounts, optimised performance through tailored solutions, and maintained strong relationships with clients.
- ✦ Collaborated with CRM and Operations teams to mitigate risks for financial transactions monthly. Implemented control procedures that protected customer interests and ensured alignment with institutional standards.
- ✦ Mastered the Car Financing System, processed 145+ vehicle loans monthly, optimised vehicle loan processing and streamlined approvals across three departments.
- ✦ Compiled and submitted weekly and monthly MIS reports to Head Office to provide strategic insights into portfolio performance, operational outcomes, and financial metrics for 500+ accounts.
- ✦ Directed consumer finance activities, such as 50+ vehicle bookings, registrations, and excise file management monthly.

EDUCATION

Preston University | Karachi, Pakistan

Master of Business Administration in Accounts and Finance

2008 – 2009

Coursework: Business Communication, Financial Management, Corporate Finance, Financial Accounting

University of Karachi | Karachi, Pakistan

Bachelor of Commerce

1997

TECHNICAL PROFICIENCIES

Microsoft Office Suite | Oracle | SAP | QuickBooks | Power BI

LANGUAGES

Urdu – Native | English – Fluent