

MANSOOR ALI

Accounts | Administration | Sales | Office Operations

Saudi Arabia

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PROFESSIONAL SUMMARY

Highly organized and performance-driven Accounts and Administrative Professional with hands-on experience in financial operations, accounting support, sales coordination, microfinance services, and office administration. Proven ability to manage invoicing, documentation, data entry, customer handling, and compliance with accuracy and efficiency. Strong command of office automation tools, reporting, and record management. Actively seeking an ATS-aligned role where analytical skills, operational efficiency, and business support expertise contribute to organizational growth.

EDUCATION

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|---|-------------|
| Bachelor of Commerce (B.Com) | 2011 |
| <ul style="list-style-type: none">Hazara University | |
| Diploma in Commerce (D.Com) | 2009 |
| <ul style="list-style-type: none">Peshawar Board | |
| Matriculation | 2007 |
| <ul style="list-style-type: none">BISE Abbottabad | |

WORK EXPERIENCE

Accountant 2 Years

The Power Network – Heavy Machinery Supplier Pvt. Ltd.

- Managed daily accounting tasks including invoicing, ledger entries, and accurate financial record maintenance.
- Handled accounts payable and receivable with timely reconciliation and coordinated follow-ups with clients and vendors.
- Prepared financial documents, expense reports, and supporting data for audits and management review.
- Maintained organized accounting files and ensured compliance with company financial policies and procedures.

Sales Representative 1 Year

SK Travels & Tours – Haripur

- Delivered end-to-end sales support for travel and ticketing services.
- Managed customer inquiries, bookings, and after-sales follow-ups.
- Generated sales leads and contributed to achieving monthly sales targets.
- Coordinated billing documentation and customer records with accuracy.

Accounts Intern 1 Year

TMA Haripur – Accounts Department

- Supported accounting teams in voucher preparation, ledger entries, and data validation.
- Assisted with financial record maintenance and document control.
- Ensured accurate filing and compliance with accounting procedures.
- Gained hands-on exposure to public sector financial operations.

Micro Credit Officer 1 year

Apna Microfinance Bank – Haripur

- Processed loan applications, credit documentation, and client verification.
- Conducted field assessments and maintained borrower financial records.
- Monitored repayments and supported portfolio management activities.
- Coordinated with branch teams to ensure smooth credit operations.

PERSONAL DETAILS

- **Date of Birth:** 02 January 1991
 - **Father's Name:** Sadar Ali
 - **Nationality:** Pakistani
 - **Marital Status:** Single
 - **CNIC:** 13302-7535117-1
 - **Passport Number:** YZ1791174
 - **Driving License:** Saudi Arabia (Private Driving License)
 - **Permanent Address:** Haripur, Khyber Pakhtunkhwa (KPK), Pakistan
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CERTIFICATIONS & TRAININGS

- Office Automation (Word, Excel, PowerPoint) **2007**
 - First Aid Certification **2012**
 - Safety Supervisor Training **2013**
 - Air Ticketing Course **2019**
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INTERESTS

- Photography
 - Architecture & Structural Design
 - Creative Arts
 - Visual Design Concepts
 - Cricket & Team Sports
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SKILLS

Accounting Operations & Bookkeeping:

- Proficient in managing day-to-day accounting activities including invoicing, ledger entries, journal posting, and maintaining accurate financial records in compliance with company policies.

Accounts Payable & Receivable Management:

- Experienced in handling AP/AR functions such as invoice processing, payment tracking, vendor and client follow-ups, and timely reconciliation to ensure smooth cash flow.

Financial Documentation & Audit Support:

- Skilled in preparing expense reports, vouchers, and supporting financial documents for internal reviews, audits, and management reporting while ensuring data accuracy and compliance.

Sales Coordination & Customer Relationship Management:

- Strong ability to support sales operations through customer handling, booking coordination, billing documentation, and after-sales follow-ups to enhance customer satisfaction.

Office Administration & Data Management:

- Competent in data entry, document control, record keeping, and office automation using MS Word, Excel, and PowerPoint to support efficient administrative operations.

Compliance, Accuracy & Confidential Data Handling:

- Demonstrated ability to maintain strict confidentiality of financial and client information while ensuring accuracy, regulatory compliance, and adherence to internal control procedures.

Time Management, Multitasking & Deadline Adherence:

- Proven skill in prioritizing multiple accounting, sales, and administrative tasks efficiently to meet deadlines in fast-paced work environments without compromising quality.
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LANGUAGES

- Arabic
 - English
 - Urdu
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REFERENCE

Available upon request.