



TARIQ MUNSIF

Experienced Financial Professional: Managed Accounts and Operations, specialized in Credit Control, and Handled Account Payable and Account Receivable Responsibilities. Proven Record in Boosting Efficiency and Financial Excellence.

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📍 Dubai, AE

🛂 Residence Visa

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📅 13th June 1994

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SKILLS

Accounting	Multitasking	Negotiation	Debt collection	Strong Public Relations
Motivation	Microsoft Office	ERP System	Payable & Receivable	Time Management
Credit Control	Experimentation	Account Reconciliation	Professionalism	QuickBooks
Bookkeeping	Zoho Books	Operations Managing	Customer Service	Data Management

WORK EXPERIENCE

Account Manager

Al Najm Rubber Powder Industry LLC

08/2024 - Present

Sharjah, UAE

Al Najm Rubber Powder LLC is a leading tire recycling company specialize in the recycling of used tires.

Responsibilities:

- Supervised accounts payable, receivable, and general ledger functions.
- Oversaw payroll processing and employee benefits administration.
- Collaborated with management to improve financial processes and profitability.
- Prepared and analyzed financial statements, balance sheets, and profit & loss reports.
- Implemented cost-reduction strategies to improve operational efficiency.

Operations Manager

Local Waste & Metal Scrap Trading LLC

01/2024 – 08/2024

Sharjah, UAE

Reliable scrap metal dealers and scrap metal suppliers who supply to local and international clients.

Responsibilities:

- Oversaw daily business operations, ensuring smooth workflow and efficiency.
- Managed supply chain and logistics to optimize resource utilization and cost-effectiveness.
- Supervised and coordinated labor activities to ensure optimal workforce utilization.
- Managed customer relations, ensuring satisfaction and timely delivery of services.
- Executed successful debt recovery strategies.

Accounts & Operations Manager

EID Tourism LLC

11/2022 – 12/2023

Dubai, UAE

EID Tourism LLC is a tourism company. Provide visas, Holiday packages and ticketing services to customers.

Responsibilities:

- Manage all sales teams. Distribution of sales targets to the sales team.
- Team building, training and product knowledge.
- Team hiring and firing. Keep an eye on every salesperson's performance.
- Manager all operational and accounts work.
- Submission of reports to Investors on weekly bases.
- Handel complaints, inquiries and request efficiently.

Credit Controller

Brothers Gas Bottling & Distribution Co. LLC

09/2022 – 11/2022

Dubai, UAE

Brothers Gas is the leading oil & gas company that aims to deliver the purest gases by using its own refineries.

Responsibilities:

- Prepared detailed credit reports, providing insights for strategic decision-making.
- Collaborated cross-functionally with sales and finance teams to mitigate credit risks.
- Monitored and minimized overdue accounts.
- Managed invoicing and documentation.
- Executed successful debt recovery strategies.
- Handel complaints, inquiries and request efficiently.

Accounts Payable/Receivable Specialist

Imperium Enterprise for Online Gaming Services

03/2022 - 08/2022

Dubai, UAE

Imperium Group is a Game Development, Custom Software and Web Development company in Dubai.

Responsibilities:

- Manage all account payable & receivable processes.
- Keeping track of all payments and expenditures, including purchase orders, invoices & statements.
- Input daily bookkeeping and record keeping.
- Analyze all accounts on a monthly basis to ensure payment accuracy.
- Manage all company's bank accounts. Entering transactions to maintain accurate revenue report.

Accountant

Mirana General Trading

04/2018 - 09/2021

Islamabad, Pakistan

Mirana General Trading is a third party services provider. Provide IT & Accounts services to European companies.

Responsibilities:

- Responsible for handling account related work.
- Investigating and resolving any irregularities or enquiries.
- Knowledge of incoming transactions and outgoing transactions.
- Generating invoices and account statements.
- Responsible to reply all the Emails coming from Clients.
- Maintaining accounts receivable files and records.

Sales Officer

Leopards Courier Pvt Ltd

02/2016 - 03/2018

Islamabad, Pakistan

Leopards Courier Pvt Ltd is the leading courier & logistics management company in Pakistan

Responsibilities:

- Responsible to perform all duties related to the front desk services.
- Handel accounts related works. (Cash handling, Bookkeeping).
- Responsible to fulfill company target on time.
- Responsible to fulfill client requirements over the phone calls or email.
- Handel complaints, inquiries and request efficiently.
- Resolve problems arising from client's complaints and attending to their needs.

E-commerce Specialist

Smith Marketing

04/2017 - 01/2018

Islamabad, Pakistan

Smith Marketing is a leading website designing and Website Development company based in Islamabad, Pakistan

Responsibilities:

- Sourced trending products from Ali Express for Shopify store.
- Managed product listings and descriptions for optimal appeal.
- Streamlined inventory control processes for stock levels.
- Ensured seamless integration of Ali Express products into Shopify.
- Stayed informed about industry trends and emerging products.

EDUCATION

Bachelor of Commerce

2016-2019

Allama Iqbal Open University

(Islamabad, Pakistan)

HSSC (Intermediate in Computer Science)

2012-2015

Private

(Rawalpindi, Pakistan)

SSC (Science Group)

2010-2012

APSIS School

(Rawalpindi, Pakistan)

CERTIFICATES

- Sabre Workspace

- EFU Life (Bancassurance)

LANGUAGES

- English (Professional Working Proficiency)

- Urdu (Full Professional Proficiency)