

AFNAN UL HAQ

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SUMMARY

Finance and accounting specialist who turns complex operations into decision-ready numbers and resilient controls. Designs cash-flow and treasury routines, tightens AP/AR and LC/import processes, and delivers audit-ready month-end closes. Converts data into clear narratives—focused dashboards for margin, variance, and working capital—automating the repeatable with SAP, Excel/Power Query, and Power BI to raise speed, accuracy, and governance.

WORK EXPERIENCE

Customer Service & Sales Specialist — 1212 Solutions (PK) 2024 - Present

- Ran daily phone/web/eBay ops; identified parts via reg/engine codes, OEM refs, and compatibility data.
- Enriched SKUs and cross-referenced part numbers to cut returns; provided post-sale fitment support.
- Supported finance: takings/payout reconciliations, invoices/credits, margin & stock-cost tracking, refunds/chargebacks, weekly cash-flow snapshots.

Customer Service & Sales Specialist — Apex Auto Parts Ltd (UK) 2022 - 2023

- Managed daily phone, web, and eBay operations with accurate part identification using reg/engine codes and OEM data.
- Handled end-to-end sales — quotes, payments, dispatches, and courier coordination with clear ETAs.
- Maintained and enriched SKU data to reduce returns; delivered post-sale fitment and support.

Compliance Manager -Securecare (UK) 2023 - 2024

- Introduced lightweight QMS: document control, versioned policies, audit trails—simplifying evidence for client/CQC inspections.
- Clarified onboarding minimums (DBS/RTW/refs/training); implemented expiring-docs monitoring to prevent shift blocks; published weekly compliance dashboards.
- Result: faster placement readiness, tighter file accuracy, consistent compliance posture across brands.

Compliance Manager — Impact Care Services (UK) 2023 - 2024

- Owned regulatory compliance to CQC KLOEs, NHS frameworks, safer-recruitment, and UK GDPR/DPA 2018.
 - Rebuilt policies/SOPs, set an internal audit calendar, and implemented file-readiness checks for confident client deployment.
 - Verified RTW/DBS (incl. Update Service), professional registrations (NMC/GMC/HCP), mandatory trainings/vaccinations, references; tightened complaints/safeguarding processes.
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Finance Executive — Atlas Honda Limited (PK)

2017 - 2021

- Managed cash-flow and fund allocation; coordinated banking correspondence and monthly investment income reporting (mutual funds/TDs/government securities).
- Ran import accounting via Letters of Credit and MIRO in SAP; oversaw vendor accounts, employee expenses, and tax compliance.
- Supported month-end close and financial statement prep; built management committee decks strengthening governance.

Accounts & Exports — MS Apparels (PK)

2015 - 2017

- Prepared/Filed Income & Sales Tax returns; liaised with tax consultants and handled regulatory notices.
- Managed export documentation, banking logistics, LCs, and shipping coordination; assisted financial statements and reconciliations.

EDUCATION

MSc Finance — University of Huddersfield, England (UK)

2021 - 2022

Focus: investment analysis, corporate finance, risk management; analytical and practical finance training.

Master's in Economics & Finance — University of Karachi, Pakistan

2012 - 2014

Focus: Advanced financial principles, modeling, strategy, and policy analysis.

Bachelor of Commerce — University of Karachi, Pakistan

2010 - 2012

Focus: investment analysis, corporate finance, risk management; analytical and practical finance training.

CONTRIBUTIONS & IMPACT

- Designed cash-flow, treasury, and reconciliation routines delivering audit-ready closes and faster reporting cycles.
- Reduced returns and improved listing accuracy by enriching SKU data and cross-referencing OEM/aftermarket numbers.
- Produced weekly cash-flow & performance snapshots for leadership, improving decision speed and working-capital focus.
- Built compliance controls/QMS artifacts that simplified external audits and accelerated placement readiness.

SKILLS



Financial Management
& Analysis



Banking & Treasury
Operations



Accounting & Tax
Compliance



Process Improvement &
Strategic Reporting



Customer Relations
& Sales Support



Exports & Global
Operations

LANGUAGE

1. English - proficient
2. Urdu - Native