

Rana Farhan Ali

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Professional Summary

Detail-oriented finance and administration professional with over 5 years of experience in accounting operations, financial documentation, and office coordination. Skilled in cash handling, data entry, and reconciliations with a strong command of MS Office, QuickBooks, and ERP systems. Adept at managing documentation, reporting, and administrative processes with accuracy and efficiency.

Key Expertise/Skills

Administrative Coordination & Reporting | Cash Handling & Reconciliation | Risk Management & Compliance
Document Control & KYC Documentation | MS Office & ERP Data Management | Bookkeeping & Invoice Processing

Professional Experience

Deputy Manager - Underwriting & Financial Operations

Askari General Insurance Co Ltd, Pakistan

(Aug 2023- Oct 2025)

Askari General Insurance Co. Ltd. is a leading AA-rated (PACRA & JCR-VIS) insurance provider in Pakistan, offering comprehensive insurance coverage and risk management solutions to a diverse portfolio of global and domestic clients. Serving some of the most prominent corporate entities in the country, the company is recognized for its financial strength, reliability, and commitment to delivering tailored insurance and risk assurance services.

During my tenure at Askari Insurance, I advanced from Assistant to Deputy Manager within the organization, gaining comprehensive expertise in financial transactions, reconciliations, documentation accuracy, underwriting, risk assessment, and policy management for multinational, local listed, and private organizations.

Responsibilities

- Identifying risk areas during the process, assessing control risk, and understanding the client's business objectives, personnel, and the industry in which they operate.
- Maintained daily financial records, reconciled transactions, and verified accuracy of documentation.
- Processed invoices, receipts, and commission payments in coordination with the accounts department.
- Handled financial endorsements, ensuring accuracy in data entry and record updates.
- Managed internal and external correspondence ensuring smooth administrative operations.
- Managed filing systems and maintained KYC documentation for individual and corporate clients, ensuring compliance with company procedures.

Key Achievements

- Policy issuance and processing of financial/non-financial endorsements in compliance with underwriting guidelines and regulatory requirements.
- Maintained daily financial records, reconciled transactions, and verified accuracy of documentation.
- Reconciled Premium transactions with issued policies to ensure accuracy, compliance, and proper commission allocation.
- Processed invoices, receipts, and commission payments in coordination with the accounts department.
- Ensured timely claims follow-up and settlement, reducing delays.

Underwriting Officer Finance & Operations **The United Insurance Company of Pakistan**

(Jan 2021-July 2023)

The United Insurance Company of Pakistan is a market leader, offering comprehensive insurance solutions. It is an AA+ PACRA-rated insurer that provides motor, marine, property, and multi-line coverage to a diverse range of corporate and individual clients across Pakistan.

I fully utilized the opportunity to enhance my experience by working on diverse assignments to broaden professional expertise and contributed at the managerial level by executing tasks aligned with core underwriting and financial operations.

Responsibilities

- Processed daily financial and administrative records across multiple branches ensuring accuracy.
- Recorded, reconciled, and verified transactions to maintain up-to-date financial data.
- Prepared observation memos and official correspondence and quotations.
- Supported administrative operations through filing, document tracking, and coordination with branch offices.
- Assisted in month-end closing processes, supporting accurate reporting and compliance with accounting standards.

Key Achievements

- Processed daily financial and administrative records, reconciled, and verified transactions.
- Coordinated and prepared correspondence letters and arranged communication across multiple branches.
- Improved inter-branch coordination, resulting in faster policy processing times.
- Enhanced accuracy in policy reconciliation, reducing record discrepancies.

Accounts Officer **Shamshad Hotel & Tourism**

(Jan 2020-Jan 2021)

Responsibilities

- Managed internal filing systems, data entry and record updates.
- Processed invoices, receipts, and commission payments.
- Maintained daily financial transactions and verified petty cash accuracy.
- Managed cash handling, accounts receivables and payables.

Assistant Accountant **Sui Northern Gas (SNGPL)**

(July 2019- Jan 2020)

Responsibilities

- Managed and processed management sanctions for stock items.
- Processing of request for jobs of different nature.(Govt. Grant, Cost Sharing)
- Managed internal filing systems and ensured documentation procedures.
- Prepared reports, memos, and correspondence to coordinate with regional departments.

Certifications & Professional Development

- Intermediate Certificate in Financial & Management Accounting
- Foundation Diploma in Accountancy
- Diploma in Accounting & Business
- Certified in Data Analytics & Business Intelligence
- Certified in Quick-Book
- Certified in Digital Literacy
- Certified in MS Office

Education

- Master's in Commerce (M.Com)
Virtual University, Pakistan | 2022
- Bachelor's in Commerce (B.Com)
University of the Punjab, Pakistan | 2018
- Intermediate in Commerce (I.Com)
Board of Lahore, Pakistan | 2015
- Matric in Science (Computer Science)
Don Bosco High School, Lahore | 2013