

Respected HR Manager,

Accounts and finance profession with CPA and M.Com (Accounting & Finance) qualification having 10 year (5 year UAE) experience in Accounting & Finance. Currently, I am working with "**Gulf Alopal International FZE**" HAFZA Sharjah as "**Senior Accountant**" since August 2017 to Present.

I am well experienced in preparation of financial statements (balance sheet, profit & loss and cash flow statement, financial analysis, ration analysis, costing, budgeting, variance analysis. Management of accounts payable, accounts receivable, petty cash, payroll, VAT return submission, cash flow, import & export L/C, trust receipt loan, bill discounting, cash against documents, Bank loan facilities, , Insurances, leasing,

I am expert in SAP FICO, Tally ERP, Peachtree, Quick Books ERP, Sage and MS office with advance Excel.

I hope I will have an opportunity to excel my expertise with your esteemed organization. I will feel proud to be a part your Organization.

I am looking forward to hearing positive response from you.

Yours Truly,

Muhammad Rehman
Mob. # 052 970 9264

MUHAMMAD REHMAN CPA, M.Com (Finance)

Visa Status: Immediately

Mobile Phone No.: +971-52-9709264 **E-mail:** m.rehman@live.com

UAE Driving License Holder: Yes





CAREER SUMMARY:

Organized and well-structured professional with over **10 (5 years UAE) years** of experience in accounting and financial management, import & export. Well-disciplined with a proven ability to manage multiple initiatives simultaneously, delivering exceptional results under stringent deadlines. Effectively communicate direct and convey complex information in a clear and concise manner. Work well in cross functional, diverse teams to achieve goals.

PROFESSIONAL EXPERTIES & CORE COMPETENCIES:

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|--|---|-----------------------|
| • Financial Modeling, Reporting & Analysis | • Inventory control. | • Highly Articulate |
| • Planning, Budgeting & Variance Analysis. | • Import & Export LC | • Team leadership |
| • Margin Analysis. | • VAT compliance & VAT return filing. | • Problem Solving |
| • Costing Management. | • ERP Implementation. | • Presentation Skills |
| • Business Strategic Planning | • SAP FICO (End user). | • Highly Creative |
| • A/R, A/P & Payroll management. | • Oracle Financials. | • Self-motivated |
| • Bank Loan facilities management. | • Tally ERP, QuickBooks, Peachtree. | • Critical Thinking |
| • Internal & External Audit Preparation. | • Advance Excel (VLookup, HLookup, Pivotable etc. | |
| • Knowledge of IAS, IFRS | | |

EDUCATION & CERTIFICATIONS:

S	Degree	Institute	Year	
	CPA	Certified Public Accountant (CPA) The Institute of Certified Public Accountants Of Pakistan (ICPAP)	Finalist	
	M.Com	Master of Commerce (M.com, Finance) The University of Lahore, Lahore, Pakistan	2010	

JOB EXPERIENCE:

Total Professional Job Experience 10 (5-year UAE) Year.



Designation: Senior Accountant

Company: Gulf Alopal International FZE

Company Industry: Manufacturer, Trader, Importer & Exporter

Period: August 2017 TO Present

Reporting to: Manager Accounts & Finance

Accounts Responsibilities.

- Preparation of daily cash flow to avoid any shortage of funds in bank
- Assisting FM and GM in handling of daily operations – banks etc.
- **Accounts payable** - Receive Purchase Invoice from store keeper after matching with D. Note and P.O.
- Preparation of A/P payments with authorized approvals according to agreed credit period.
- **Accounts Receivable** -Preparation of Delivery Note, Sales Invoices on the basis of quotation and customer P.O.
- Preparation A/R aging report and follow up collections.
- **Reconciliations** - Bank Statements, Accounts Receivables, Accounts Payables and intern company ledgers.
- **Payroll management** - through WPS, employees leaves salaries, gratuity and final settlements.

- Review accuracy of data entry done by subordinates.
- Developing relation new clients and suppliers along with existing.
- **Costing** - LC, Product and job.
- **Review** - Chart of Accounts, Financial Policies and improvement suggestion to management.
- **VAT** - Manage and comply VAT Law and filing VAT Return.
- **Financial Statements** - Preparation of Balance Sheet, Profit & Loss Statements and Cash Flow Statement With complete notes and analytics).
- **Financial Analysis** - working capital, profitability, liquidity, efficiency, debt management ratios.
- **MIS** - preparation reports monthly including Banks financing lines, monthly analysis of financing lines.
- **Budget** - Preparation budget in the beginning of financial year and variance analysis Vs actual every month.
- **Audit** - Preparation and interact with internal and external audit.

Finance Responsibilities;

- Update existing bank financing lines as well as assist in arrangement of new facilities.
- Preparation, Opening Export LCs & retirement of import LC.
- Dealing with Cross border trade business,
- Loans Trust Loans, Cheques/Bills discounting from different banks.
- Insurance -Motor Vehicles, stocks, Plant & Machinery, Marine

Position: General Accountant

Company: Minova Firefighting & Industrial Products Mfg. (MIMCO)

Company Ind.: (Manufacturing, Trading & Contracting of Firefighting Equipments & Fire Doors)

Period: September, 2016 TO August, 2017

Position: General Accountant



Responsibilities;

- Preparation, submission monthly MIS reports within stipulated time frame.
- Preparation monthly, quarterly and annually Financial Statements (balance sheet, profit & loss statements and cash flow statement)..
- Preparation of budgets, forecasting expense and Variance Analysis Budgeted Vs Actual.
- Recording & management of A/R, A/P, petty cash and follow ups.
- Preparation and recording of supplier payments.
- Reconciliation - (Bank Statements, A/P, A/R and intercompany ledgers).
- Preparation of salaries, employees leave salaries, gratuity and final settlements.
- Costing - (LC, product costing, project costing)
- Assist in management of bank loan facilities (funded and non funded).
- L/C opening and retirement.
- Liaise with shipping agent until clearance of shipment and delivery to store.
- Trust loans, LC discounting, invoice discounting, cheque/bill discounting from bank.
- Insurance - motor vehicles, stock, plant & machinery, cash in transit and marine.
- Inventory management - monthly stock take, reconciles with system stock.
- Coordination with internal and external auditors.

Designation: Finance Officer

Company: Sefam (Private) Limited - Bareez'e Group

Company Industry: Manufacturing & Retail Chain)

Period: February 2010 TO March 2015

Designation: Finance Officer



Responsibilities;

- Maintain daily fund position.
- Posting entries general ledger, A/P, A/R, Petty cash management.
- Assist in Preparation of Monthly A/R, A/P aging reports.

- Reconciliations (Bank Statements, A/P, A/R and inter companies).
- Preparation of Purchase Order, Delivery Note and Sales Invoices.
- Monthly stock taking & Preparation of stock reports.
- Assist in Preparation Financial Statements (Balance sheet, Profit & Loss, Cash flow) .
- Assist in Preparation of budgets & Variance Analysis and Ratio Analysis.
- Interact with internal and external auditors.
- Assist in opening and retirement of Import & Export L/Cs.
- Liaise with finance department to release payments to suppliers which includes L/C, CDC...etc
- Assist in arrangement of financing facilities from banks.
- Assist Leasing, Insurance, investments.
- Assist to settle foreign export receipts against FE-25 Loan and encashment.
- Coordinate with custom clearing agent regarding shipment clearance.

Certificates & Awards:

- Certificate in Advance Excel 2010
- Diploma in Office Management
- Certified Best Obedient & Appreciable Student
- Best Employee of the Year 2013
- Award for Punctuality, Honesty, Caring & Sincerity

ADDITIONAL TRAINING & WORKSHOPS:

- SAP FICO training
- Workshop on Corporate Matters
- Workshop on Export Procedures & Documentation
- Workshop of IAS & IFRS

SPOKEN LANGUAGES:

- English Fluent
- Punjabi Fluent
- Urdu Fluent
- Arabic Intermediate

PERSONAL INFORMATION:

- Father Name: Muhammad Latif
- Date Of Birth: April 13, 1988
- Marital Status: Single
- Religion: Islam

INTEREST & ACTIVITIES:

- Morning Walk, Traveling, Internet Surfing, Reading Vocabulary Enhancement Books, Stories & Biography of Famous Individuals

REFERENCES:

Will be provided on demand.