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| **RIZWAN****RIZWAN.330886@2freemail.com** |  |

**HIGHLIGHTS**

**Professional Qualifications**

**Association of Chartered Certified Accountants of UK (Finalist)**

**Experience 12 Years**

Working as Purchase Manager in JC MacLean, one of the best companies in Interior & Furniture designing located in Jabel Ali Free Zone, Dubai, and UAE.

Worked as a trainee in Ehtisham & Company (Charted Accountancy Firm) one of the best Accountancy firm in Lahore.

**Language Proficiency**

1. English & Urdu

**Computer Skills**

1. Sage Accounting Software
2. ERP (Contract Software)
3. Micro Pro (ERP)
4. Microsoft Excel
5. Microsoft Word
6. Power point

**Driving License**

JAFZALicense valid up to 3rd August, 2026

Currently resigned and looking a job.

**DETAILED C.V IS ATTACHED HEREWITH FOR YOUR PERUSAL & KIND CONSIDERATION.**

**Rizwan**

**ACCA (*Finalist*)**

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| **Personal Information** |

**Date of Birth :** January 25, 1981

**Nationality :** Pakistan

**Marital Status :** Married

**Visa Status :** Employment

**Language :** English, Urdu

**Resident of :** Dubai, UAE.

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| **Career Objective** |

Seeking a managerial level position in the areas of purchasing to avail the material, supplies and equipment at the minimum possible cost.

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| **Professional Experience** |

#### ***UNITED ARAB EMIRATES***

# **JC MACLEAN INTERNATIONAL FZCO - INTERIOR DESIGN COMPANY**

# ***(From December 30, 2005 to date)***

JC MacLean International Group FZCO is a subsidiary of Al Dhabi Group UAE. JC MacLean International FZCO is involved in Construction, Furnishing and Interior Designing having subsidiaries I-e MacLean Metal Industries, MacLean Construction Company, MacLean Electro Mechanical, Gulf Carpet International, International Grain Silos & Floor Mills, Techno Gulf Office Furniture and Al Huda Contracting Company,

**Working as Purchase Manager**

# (From March 1, 2007 to date)

# **Responsibilities Includes:**

1. To supervise all the Purchasing activities.

2 Setting up the weekly, monthly, quarterly procurement plan.

3. Procurement of raw material from national and international market.

4. Development of alternative local sources for imported raw materials which helps in cost saving.

5. Handling the overseas supplier and the custom work for clearance the shipment from the port.

6. Handling the overseas projects and find out the new suppliers.

7. Planning and budgeting of purchase functions; involving cost estimation, contract negotiations.

8. Liaison with the production and store department to maintain optimum inventory.

 9. Budget control as per the report submits by the commercial department and from the

 Finance department.

10. Implementing systems to avoid situations like over-stocking or out-of-stock, which cause production and financial losses.

 11. Weekly visits to the entire sites for resolving their current issue.

 12. To supervise the work of the staff and approve the comparison sheet for making the

 LPO.

 13 .To prepare the purchase order after negotiation of prices, stock availability and payment

 terms with the suppliers.

 14 .To Keep informed to all concern department for LPO, approval and the delivery status.

 15. To maintain all the record and present the report to the management as per their

 requirement.

**During my tenure with “JC Maclean International FZCO” I worked successfully with below projects**:

1. Zayed University Dubai.
2. Sama Dubai Bldg- I & II
3. Bavaria Hotel Dubai.
4. World Sales Centre Dubai.
5. Business Bay Hotel, Dubai.
6. Vision Tower @ Business Bay - Dubai
7. Down Town Jebel Ali “Limitless”
8. Kris Kan Hotel, Karama, Dubai.
9. Reef Tower, Dubai.
10. Sheikh Sultan Palace, Abu Dhabi.
11. Palm Jumaria Dubai.
12. HH Crown Prince Diwan Palaces, Abu Dhabi.
13. Ahmad Al Swaidi Villa, Abu Dhabi.
14. Ajay Bhatia Villa, Emirate Hills, Dubai.
15. Ahmad Al Khouri Villa, Abu Dhabi.
16. Dubai Cricket Stadium, Dubai.
17. Villa of Sheikh Hussain Al Mulla, Umm al Quwain.
18. Emirates Hotel, Abu Dhabi.
19. Capital Plaza Development, Abu Dhabi.
20. Corp Executive Hotel “Crystal Tower” Dubai.
21. Ibn-e-Batuta “Gate Works” Dubai.
22. Ahmad Khouri Villa – Abu Dhabi.
23. Tawfeeq Mubarak Villa – Abu Dhabi.
24. Crown Prince Court – Abu Dhabi.
25. JW Marriott (Abu Dhabi National Hotels)
26. Nation Tower Abu Dhabi
27. Rosewood Abu Dhabi
28. Sowah Square Abu Dhabi
29. Hilton Hotel KSA
30. DAMAC projects

**Special Task:**

To manage all the legal claims and work with our legal advisor **(AL Bahar & Associates)**

**Working as Assistant Manager Accounts/Payable**

# (From March 1, 2006 to Feb 2007)

#### **Responsibilities Include:**

1. Monitoring and review of the work done by the accounts personnel
2. Preparing & maintaining daily bank position and cash flow statement
3. Maintaining the LPO (Local Purchase Order) register for the organization.
4. Preparation of Management Accounts and liaison with External Auditors for finalization of Annual Financial Statements
5. Preparation of Budgeted Cash Flows, and forecasting the future financing requirements
6. Liaison with the Q.S department.
7. Liaison with the Project manager for resolving their issues in the site.
8. Dealing with the supplier & settled the credit term with them.
9. Working in accounting software package.
10. All Legal payment issue with chamber of commerce handling without any Legal Advisor.

**Working as Internal Auditor:**

(From December 30, 2005 to February 28, 2006*)*

**Responsibilities Include:**

1. Development of policies & procedures for internal control system design, implementation, review & maintenance.
2. Development of Accounting system and its implementation.
3. Verification of Fixed Assets, Prepayments & other balance sheet items
4. Verification of sales & purchases made during the year along with other expenses made

#### **PAKISTAN**

# **Ehtisham & Co. (Chartered Accountants)**

#  (From Sep 10, 2003 to Dec, 2005) – 02 year and 4 Month

# **Company Profile:**

Ehtisham & Co. (Chartered Accountants) is an international member firm, in Accounting / Auditing Services have association for CA & ACCA students.

I was a trainee in Ehtisham & Co (Chartered Accountant) and I have worked as a Junior, Semi Senior and Senior Auditor in national and international companies.

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| **Education** |

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| **Certification / Degree** | **Awarding Institution** |
| **ACCA (Finalist)****Graduation****F.A****Matric** | The Association of Chartered Certified Accountants of U.K,University of the Punjab, Lahore - PakistanBoard of Intermediate and Secondary Education of Gujranwala.Board of Intermediate and Secondary Education of Gujranwala. |
| **Computer Skills** |

1. Sage Accounting Software, ERP (Comtrakt Soft) and Micro Pro.
2. Microsoft Office particularly Excel, Word & Power point
3. Internet and Web browser.

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| **References** |

**Furnished on demand**