**Rasheed**

**Rasheed.336315@2freemail.com**

# *OBJECTIVE*

An accomplished and self driven professional with proven track record looking for an opportunity in a diversified organization to work in accounts & finance with dedication and to use my skills and experience for improvement and innovative solutions whenever need for together growth.

# *SIKLLS AND STRENGHT*

* Business planning and budgeting
* Budget Monitoring
* Well Organized
* Result Oriented
* Interpersonal Skills
* Excellent effective communication
* An adaptable team player with ability to work for long hours
* Well equipped with presentation skill

# Experience: Senior Accountant- September, 2015 to till date- Dubai

Organization:

Organization Type: Trading

**Responsibilities:**

Monitor and analyze accounting data and produce financial reports or statements. Ensure an accurate and timely monthly, quarterly and year end close. Establish and maintain fiscal files and records to document transactions. Improve systems and procedures and initiate corrective actions. Reviewing general ledger on a monthly basis to ensure accuracy of posting. Safeguarding organization’s assets and ensure better utilization of available resources. Preparation of Cash Forecasting on monthly basis. Maintains accounting controls by preparing and recommending policies and procedure. Coordination with procurement department and monitoring suppliers’ bills & payments. Payments and vendor’s statement reconciliation.

Protecting organization's value by keeping information confidential.Preparation of weekly quotation for Union Cooperative Societies.

# Experience: Accounts Manager- September 1, 2013 to September, 2015- Dubai

Organization: Sky Vision General Trading

Organization Type: Trading

# Experience: Accounts Manager- October 16, 2008 to July, 2013-Pakistan

Organization: Xerox Pakistan

Organization Type: Photocopier, printers, software, consumable trading.

**Responsibilities:**

Involved in annual budgets preparation, monthly forecasts, and strategic plans for potential development site. Annual payroll tax calculation, Prepared daily cash forecasts. Reviewed daily bank reconciliations, Review weekly suppliers’ payment, and Monthly fixed asset ledger maintenance, Led financial operations of firm: Directed, planned, and supervised finance department and its interface with other departments, financial organizations and authorities. Fiscal management – planned, organized and managed monetary functions including financial reporting, budgeting, contracts, purchasing, payroll processing, and property management. Demonstrated financial leadership as part of the Senior Management initiatives for long term strategy and operational planning of the organization.

**Strategic & Reporting Responsibilities:**

* Continuously analyzed financial reports and information to assess past, present and future financial status of organization.
* Produced financial and accounting reports.
* Guided accounting department in creating reports and financial statements to be presented at annual meetings.
* Recommended different strategies in business developments and investment expansion.
* Worked with other departments, helping them balance their budget and meet goals.
* Documented and maintained reports related to cash flow and presented them to the general manager.

# Experience: Finance Manager- February 1, 2005 to October 15, 2008-Pakistan

Organization UNO (UNICEF & UNHCAR)

Organization Type United Nation Organization (Humanitarian)

**Responsibilities**

Maintain strict finance controls in line with UNICEF policies and procedures and ensure that all financial procedures carried out comply with UNICEF financial guidelines.

Review of all support documents (receipts, invoices, procurement documents and contracts) for payments

Ensure that all cash advances are properly approved and settled within reasonable time and follow up on month end outstanding advances.

Set up, maintain, and monitor internal controls at all UNICEF sub offices.

Maintain all the paper work for taxation. Apply the correct tax rates for different field site locations based on government regulations.

**End month procedures:**

Prepare Cash Forecasting on monthly basis.

Prepare & analyze monthly BVA variances.

Assist and prepare new budgets using correct formats and nominal codes.

Prepare donor financial reports in line with donor reporting requirements.

Check bank reconciliation statements.

# Experience: Internal Auditor- January 1, 2001 to January 31, 2005-Pakistan

Organization Prim Council

Organization Type Consultancy firm

# Educational Qualification

ICMAP Inter ICMAP Pakistan

MBA (Finance) University of Peshawar Pakistan

MA. Economics (Previous) University of Peshawar Pakistan

B.com University of Peshawar Pakistan

# Computer Skills & Languages

Computer Skills: Peachtree, Quickbook, Tally ERP 9, SAP & MS Office

Languages: English, Urdu and Basic Arabic

# Personal Information

Nationality Pakistan

Passport Number

Visa Status Employment Visa

Date of Birth March 01, 1976