**Rasool**

**Rasool.361268@2freemail.com**

***Professional Snapshot***

* Pro- active, competent and result oriented **Chartered Accountant** with more than **8 years of experience** in all aspects of accounting, financial management, cost management, auditing and statutory compliance.
* Capable of handling complete accounts function right from transaction up to **finalization**.
* Proven ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadline schedules.
* Ascertain needs and goals, streamline operations and envision new concepts.
* Strong analytical, technical & Organization skills.
* Resourceful in developing **internal control systems** for improved organizational functioning.
* Adept at development of **financial policies/guidelines** for effective management.
* Strong Academic grip on **IAS/IFRS**.

***Educational Credentials***

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**Chartered Certified Accountant (ACCA)** from Association of Chartered Certified Accountants –UK (2013)

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**MBA (Finance),** from the NationalUniversity of Modern Languages Islamabad with **CGPA.3.02** or (**70.82%**)

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**SCM (Diploma in Supply Chain Management)** from Chartered Institutes of Logistics & Transport – Pakistan

***Core Strengths***

* Financial Modelling Bank Reconciliations
* Variance Analysis Financial Reporting
* Financial Analysis Working Capital Management
* Budgets and Cash Flows Internal/External Audits

***Professional Experience***

 **Masafi Mineral Water Company LLC.**

**-Senior Accountant from March2017 to Present.**

My experience in Masafi Mineral Water Company LLC as Senior Accountant to control all activititves related with accounts.

My role requires high level of involvement in all areas related to financial management reporting, management accounting, working capital management & formulation of policies and procedures for internal control purposes.

My summarized responsibilities are;

* Reconcile the daily sales data to be uploaded accurately from hand held terminal to the system in order to maintain a systematic online data system.
* Reconcile the bank accounts and verify the bank balances with general ledger on daily basis.
* Monitor and review the customer outstanding balances through customer SOA & aging analysis regularly to ensure the timely collection of overdue payments.
* Conduct a meeting with sales team to discuss the customer discrepancies and outstanding payments to maintain the status of collections from the customer as per the company policy.
* Review and verify documents in order to make payments for vendors
* Review the petty cash payments effectively and ensure the expenses have been transferred to appropriate GL for the smooth operations of the company.
* Prepare and reconcile the rebate and rental reports in order to update the customer accounts on monthly basis and provide provisions wherever required.
* Review the targets achieved by sales team and prepare the commission report in order to pay eligible commission as per the company policy.
* Monitor & reconcile the General Ledgers (GL) on monthly basis and identify the transactions posted to inappropriate GL accounts
* Responsible for reviewing the trial balance and drafting financial reports on monthly basis.

** Alpina Pure Drinking Water LLC.**

**-Senior Accountant from April 2014 – to February 2017.**

**Achievements:**

* Quarterly closing and preparation of quarterly financial statements in accordance with IAS/IFRS.
* Review Accounts Payable batch prepared by Junior Accountant for the general ledger and sub ledger updating.
* Management of cost centres by applying appropriate cost accounting method & techniques.
* Assisting top management in devising policies for cost control.
* Timely preparation of intra-group reconciliations, monthly accounts, group consolidated reports for managerial decision making.
* Prepare financial modelling for new and existing projects.
* Generation of quarterly Job Profitability Reports including reconciliation to budgeted profitability per the job ledger.
* Liaises with internal departments of the Company on financial and accounting matters.
* Prepare and process leave applications, final settlements of employees and resolve all queries related to compensation and benefits.
* Prepare Letter of credit (L/C) application form provided by the bank based on the approved proforma invoice and purchase order, submits the L/C application to Chief Accountant with the supporting documents for review.
* Manage cash and maintaining all accounting records
* Managing accounts receivables, accounts payables and inventory
* Controlling, monitoring, evaluating, analyzing and accounting for expenses
* Preparation of all month end accounting reconciliations.
* Handling all day-to–day administrative duties.
* Prepare and submit a monthly payroll of all employees.
* Analyzing details of purchases and sales including verification of suppliers
* Coordinating with suppliers, customers, banks and government agencies
* Preparation and finalization of annual and interim accounts of the Company in accordance with the International Financial Reporting Standards (IFRS), local statues and regulations.
* Liaison with external auditors and resolving audit issues Controlling, monitoring, evaluating, analyzing and accounting for expenses.
* Review incoming mail and prepare outgoing correspondence.



**Marie Adelaie Leprosy Centre-Karachi Pakistan**

**-Accounts Officer From October, 2011 to March 31, 2014.**

**Achievements:**

* Preparation of Staff Salaries and slips and follow up staff queries/solutions
* Recoveries and payments of Employees’ Provident Fund, Welfare Fund, Pension Fund, Staff Loan and posting in computer; Disbursement of Monthly Pension; Calculation of Welfare/Housing Loan and Reversal of Interest and Settlement of Final Dues
* Keep & Track of Investment and its maturity
* To maintain Cash Book, Ledger, JV and others Manual/Computerized/Visual Basic.
* Monthly Bank Reconciliation and Bank Correspondence as required & Deal all bank affairs.
* Deduction & Deposit (E -filing )of Taxes of salaried person and suppliers/service
* Disbursement of payments to supplier
* Developing and managing of appropriate financial accounting records for projects and programmes.
* Calculating and allocating monthly administration fees charged to projects.
* Attending to Project Officers queries regarding projects and programme reports/budgets.
* Compiling monthly performance output reports.
* Preparation of annual financial accounts for audit.

**KPMG Taseer Hadi& Co, Chartered Accountants - Pakistan**

* **Audit Tainee October 2009 to Sept 2011**
* Intern at Audit and assurance department, and have been involved in external audits and special assignments of various clients and reporting as per International Standards (IFRS, IAS, and other relevant laws and regulations).
* Involved in external audit and special assignments of various companies which included a Real Estate company.

**RIAZ AHMED, SAQIB, GOHAR & CO. (CA) Chartered Accountant-Pakistan**

* **Audit Trainee July 2008 to August 2009**
* Audit Trainee at Riaz Ahmed, Saqib, Gohar & Co having actively participated in stock counts and Audit assignments at various medium and small size companies. My responsibilities mainly included assessment and reporting of internal control deficiencies.
* Preparing working papers, testing controls and the identification of operational weaknesses and control design weakness, documenting business processes, working on ERP application software (ORACLE) to gather data.

***Achievements and Other Competencies***

* Financial Modeling Course (48 hours).
* Diploma in IT (One year) from Super sys-tech computer Pakistan (2004).
* Worked on Unix based Accounting System
* Worked on Windows based Accounting System (Climax ,Peachtree, Quick Book, Oracle )
* Fully aware of MS Office
* First hand skill of Computer basics (windows, internet browsing etc)

***Personal Details***

* Date of birth : August01, 1988
* Nationality : Pakistani
* Marital Status : Married
* Visa status : Employment Visa
* Languages : English, Urdu.