**Rasool,ACCA**

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**License: Valid UAE Driving License**

***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 Company LLC.**

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

My experience in Masafi Company LLC as General Accountant to control all activities related Accounts

Receivable.

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
* Dealing with all Export customers.
* 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.

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

* **Audit Trainee July 2009 to August 2011**
* 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 (Oracle, Climax ,Peachtree, Quick Book,Blase,Margin Minder )
* 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,Arabic,Sindhi.