Rizwan

Marital Status: Single Nationality: Pakistani

Email: DOB: 20-Oct-1982

Rizwan.173781@2freemail.com

Visa Status: Employment Visa Valid Driving License

**CAREER SUMMARY**

CAREER OBJECTIVE

Highly motivated Accounts professional with 11 years of proven work experience in general accounting, accounts finalization, A/R and A/P processes, cash flow management, leasing, reconciliation, credit collection, bookkeeping, client relation and customer service. Solution-focused individual with outstanding track record in delivering stipulated tasks within the set time-frame with ease and efficiency. Have excellent analytical, problem solving, decision making, organizational, coordination, relationship building, and communication skills. Well versed in accounting: Oracle (JD Edwards), EPMs, Telly Peachtree and QuickBooks, and MS Office applications.

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| **STRENGTHS** |
| * Accounting & Purchasing Administration
 | * Liability and Cash Management
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| * Good A/R & A/P follow-up
 | * Budgeting & Bookkeeping
 |
| * Banking Transactions-Reconciliations Skills
 | * Dedicated – Honest – Self Motivated
 |
| * Data Entry/Receipt/Invoices/Purchases
 | * Proficient in Accounting Software
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**EDUCATION**

CREDENTIALS AND CERTIFICATES

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| CMA (Stage 3 & 4)**Cost and management Accountant****Master of Business Administration-Finance2008**Newports University Karachi, Pakistan |  |
| **Bachelor of Commerce –IT2004**University of the Punjab Lahore, Pakistan |  |
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**ITSKILLS**

SKILLS

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| * Oracle base software like JD Edwards (Accounting Software) and payroll processing software.
* Proficient in Accounting Packages and Software: EPMs ERP, Peachtree, Tally ERP and QuickBooks.
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| * Adept in MS Office Suite (Word & Excel), email &Internet applications.
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 **EMPLOYMENT HISTORY**

EMPLOYMENT HISTORY

**Total More Than 11 Years of Experience.**

**Droor Properties LLC (Br of Droor Capital LLC) June 2013 to Till Date**

**Senior Accountant/Leasing Officer**

[www.droor.com](http://www.droor.com)

* Preparation of monthly, quarterly and annual accounts with complete schedules and reports of the company in accordance with International Accounting Standards and system of Internal Controls established in the organization.
* Preparing monthly bank reconciliation statements and liaison with financial institutions.
* Vendor management through prequalification of vendors, negotiation, issuance of purchase orders and contracts, verification of invoices and work completion certificates and payments as per credit terms.
* Arranging and finalizing insurance policies and contracts of buildings.
* Preparation and distribution of monthly payroll of the company through WPS.
* Prepare tenancy contract renewal letter to tenant’s negotiations and issuance of tenancy contacts.
* Process accounts receivable and maintain cheque register for each property.
* Arranging repairs and maintenance work and resolve complaints from tenants.
* Prepares security deposit refund cheques and final settlement of tenants, upon termination of contract.
* Monthly management report for occupancy rates, tenant details, expiry dates of leases, and updating market rates.
* Coordination with external auditor for conducting the statutory audit of the company.
* Handling owner’s Personal accounts.

**Professional Employers (Private) Limited Jan 2008 to Feb 2013**



**Assistant Manager Finance**

www.people.com.pk

* Preparation of monthly, quarterly and annual accounts of the company in accordance with established laws and system of Internal Controls established in the organization.
* Handling GL, A/R and A/P module, make weekly and monthly aging reports, identify and execute process adjustment and also reconcile A/R to the G/L.
* Supervision of cash management activities and investment of surplus funds and controlling the cash flows to meet the investment and business needs of the company.
* Co-ordinate with Unit Head – Budgeting & Planning for preparing budgets annually and monthly.
* Dealing with Vendors for negotiation, prequalification of vendors, invoice received and control payables of the projects, verification of invoices of vendors, Issuance of purchase orders and Inventory management.
* Dealing with Insurance companies for like renewal policies, medical claim, Death claim etc.
* Ensuring that adequate internal controls are in place and working effectively and efficiently.
* E-filling of withholding Tax.
* Coordination with the software developers regarding the implementation of payroll processing software and also implementation of Oracle (JD Edwards) (Accounting Software).
* Preparation and distribution of monthly payroll of the company.
* Preparing bank reconciliation of the company.
* Liaison with bank and other financial institutions.
* Dealing with EOBI, SESSI departments for payments and other issues.
* Coordination with external auditor for conducting the statutory audit of the company.
* Coordination with internal auditor for conducting the monthly audit of finance department and also providing necessary information for other departments as well
* Handling banking online on HSBC Net (A product of HSBC Bank Middle East Limited).
* Incorporation of new group companies with SECP.

**UHF & Co; Chartered Accountants August 2005 to December 2007**

**Audit Supervisor**

www.uhf.com.pk

* Preparation of complete set of financial statements and Reviewing Fixed Assets.
* Conclusion of audit and reporting of deliverables like audit report, management letters, etc.
* Supervising many accounting assignments.
* Identification of risks associated with the organization.
* Assessment of internal control risk and designing tests of controls for specific areas.

**REFERENCES**

References will be furnished upon request.