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| **Rizwan****Rizwan.345488@2freemail.com** | *C:\Documents and Settings\Star\Desktop\Rizwan.JPG* |

*Objective*

*To be associated with a dynamic organization with progressive management.*

Experience

Hand on Experience – 21 Years (UAE)

Work History

**Present Employment with Al Masaood Bergum WLL**

**Designation: Senior Accountant (Started May 2008 – Continue)**

***Company Activities:*** A reputed Company of Abu-Dhabi based "Al Masaood Group" dealing in supply of prefabricated steel and timber frame buildings in the Middle East as well as doing the turnkey projects for construction of labour camps and executive accommodations. Company is having its operation in Dubai, Abu-Dhabi & Qatar.

**Job Responsibilities:**

***Treasury***

* Prepare, examine, and analyze Cash Flow Projection
* Monitoring TR Loan Settlements
* All accounting entries for Treasury, Budgeting & General Ledger accounting
* Applying for New Bank Guarantees & LCs
* Computation of Interest on outstanding Loans
* Following up with Internal Departments on Cancellation of Bank Guarantees
* Preparing Interest Schedules and Loan Disbursement Schedules
* Regular follow-up with Banks for the existing facilities & daily operational activities
* Coordinating with the payables department for payment schedules
* Arranging for LC & Guarantee requirements
* Open & arrangement of Project Finance Accounts for higher value Projects.
* Liaise with Insurance Brokers on insurance requirements
* Liaise with Payroll Dept for Salary & Wages disbursement

***Receivables***

* All accounting related entries for Receivables.
* Preparing AR Ageing, Debtors & Invoice Status Reports on weekly basis.
* Follow-up with Clients and Internal Departments for Due & Disputed payments from Clients.
* Preparing Sales & Collection Report on monthly basis.
* Arranging/Processing Cash & Cheques Deposit in the Banks.
* Handling Customers PDCs & all cash transactions.
* Preparing monthly report for Provision for Doubtful Debts.
* Accounting & controlling of all Credit Notes issued to Customers.

 ***Payables***

* Processing of suppliers invoices, in line with agreed payment terms.
* Reconciling key supplier accounts.
* Liaising with other Internal Departments and Suppliers to resolve queries or disputes.
* Open new supplier accounts, ensuring supplier details provided are correct and complete.
* Processing & Booking of Expense claims.
* Providing documentation evidence during Audit or to Management in case of any query.
* Booking of Petty Cash Expenses after proper authorization and supporting documents.
* Reconciling Petty Cash on monthly basis.
* Reviewing expenses accounts for the month and passing necessary accrual entries.
* Making debit notes for recharges to companies based on agreement.
* Assisting and participating in Monthly/yearly closing activities.

***Additional Skills & Responsibilities:***

* Prepare, examine & analyze Monthly, Quarterly and Yearly Reports (MIS)
* Ability to adopt the changes positively.
* Excellent verbal & written communication skills.
* Excellent time management skill to meet the deadlines
* Able to work well with people as a team.
* Very Flexible, Organized, and able to work under high pressure.
* Ability to work within any environment.
* Follow the financial policies & procedures and having proper control on work.
* Maintain and update project budgets and forecasts to ensure the accuracy.
* Liaise & coordinate with other departments to improve the quality of work and statements.
* Liaise with other departments to collect the information for cash flow & project finance arrangements.
* Liaise with the outsourcing company to ensure all account reconciliations are done correctly.
* Prepare monthly staff expense variance analysis and recommend suggestions if required.
* Assist with headcount and direct labour forecast for key projects.
* Liaise with Auditors & internal departments for Annual Audit.

Previous Experience:

**Organization: Peeraj Group – Dubai, UAE**

**Designation: Senior Accountant (July 1995 to May 2008)**

***Company Activities:*** A leading Freight Forwarding and Trading Group of Companies which involved in Freight Forwarding of Oil Field Equipment of various Oil Companies, Instrumentation, Engineering, and Trading of Oilfield requirements. Company is operating from three branches in UAE being head office in Dubai.

**Job Responsibilities:**

* Preparation of MIS reports (P&L, Balance Sheet, Cash Flow, AR/AP Ageing Analysis, etc)
* Preparation of monthly Debtors Statements of Accounts.
* Follow up with Debtors for inward Payments
* Processing of payments to suppliers.
* Dealing with Banks.
* Coordination with all the branches of the Group.
* Weekly Bank reconciliation.
* Monthly inter-company reconciliation.
* Involve in preparation of staff salary.
* Involve in annual Audit and Finalization.

OILSERV is one of the Peeraj Group Company, awarded to set up a Lubricant Oil Blending Plant (LOPB) Project in Bangladesh for Mobil Jamuna Lubricant Ltd. I was appointed for the same as Project Accountant at site office, Chittagong, Bangladesh. My duties were to take care banking jobs, L/Cs, Cash Management, Tax matters, preparation of statements for audit and to complete the auditing. I was also involved in administration jobs related to site office and company's guesthouse. Dealing with client and sub-contractors and other service providers were also included in my job. I worked in Bangladesh from April 2002 to August 2003.

Education History

* Bachelor in Commerce (B.COM) (Punjab University, Lahore - Pakistan)
* Pursuing M.Com from Sarhad University Pakistan (Sharjah Campus)

Computer Skills:

Diploma in Computer Applications: Excellent Computer skill in MS Office, Excel, Orion, Peachtree, Focus-5, Focus-RT (Accounting Software), etc.

**Note:**

**Available to Join within a Week**

Personal Information

* Nationality : Pakistani
* Language Known : English, Urdu/Hindi, Punjabi.
* Marital status : Married
* Driving License : Having UAE Valid Driving License

References

Shall be provided upon request