**RIZWAN**

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**OBJECTIVES**

Seeking a challenging position in the realm of **Accounts & Finance** through a leading organization with an aim to contribute towards the achievement of its goals and with the overall aim to enhance the portfolio of my professional skills.

# PROFESSIONAL STRENGTH:

* Performance-driven, professional with 10+ years of continuous advancement.
* Strong accounting knowledge
* Equipped with advanced excel techniques
* Ability to handle multiple assignments
* Proactive self-starter with track record of initiative, personal responsibility, ownership of work and reputation for removing obstacles and making things happen.
* Ability to make quick and excellent decisions and organize thoughts during pressure situations.
* Analytical thinker with demonstrated ability to scrutinize financial data.

**SKILLS AND COMPETENCIES**

|  |  |  |
| --- | --- | --- |
| **Financial** | **Managerial** | **Personal** |
| * Bookkeeping and Accounting | Predicting Future Trends | Attention to Detail |
| * Management Accounts | Supervisory Skills | Communication Skills |
| * Budget & Cash Flow Forecast | Financial Regulations | Good IT Knowledge |
| * Financial Reporting | Decision Making | Presentation Skills |
| * Reconciliations of Accounts | Managing Budgets | Problem Solving |
| * Interpreting Financial Data | Critical Review | Analytical Thinking |
| * Fixed Asset Register | Conflict Resolution | High levels of Integrity |
| * Receivable & Payable Aging | Authenticity of Documentation | Liaison Skills |

**TOOLS AND TECHNIQUES EXPERIENCE**

\*Accounting Software’s (Quick book, Oracle etc)\* MS Office\* MS Outlook \* Corporate Tax (Including Sales Tax/ VAT)\* Tax Return Filling\* Financial Statements Mapping & Preparation\*

**PROFESSIONAL WORK EXPERIENCE**

** Accounts Executive**

Medical Transcription Billing Company – (MTBC)

**01/2017 – 01/2019**

*Being a part of NASDAQ listed company which is one of the leading Medical Billing service provider in United States, my duties and responsibilities includes:*

* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions;
* Month end activities like adjustment journal entries, accruals, receivable payable ageing, vendor/ employee ageing, bank reconciliations, vendors reconciliations, Salary breakup, prepaid adjustments, review of audit schedules and period closure;
* Reconcile financial discrepancies by collecting and analyzing account information;
* Ensure that the company are continuously keeping sufficient fund to fulfill its financial obligation by preparing monthly cash flow forecast;
* Timely submission of monthly and annual income tax returns and monitor the compliance with companies ordinance 1984 and related rules and regulations;
* Negotiating finance lease arrangement with banks also prepare lease schedules;
* Preparing of Prepayment accounts schedule;
* Preparing CWIP schedule;
* Manage the fixed asset register;
* Inter-company reconciliations;
* Reconcile account receivables and payable;
* Managing the preparation of the company’s budget and variance analysis on monthly basis for reporting to management;
* Reviewing and ensuring proper classification of transactions and their tax treatment;
* Prepare EOBI working and uploading CSV file on EOBI portal;
* Prepare weekly cash flow statement according to budget;
* Scrutiny of general ledger and sub ledger;
* Interact with internal and external auditors in completing audits;
* Maintain excellent working relationship with internal and external stakeholders;
* Overall supervision of day-to-day accounting activity & resolve accounting discrepancies;

** Accounts Officer**

Medical Transcription Billing Company – (MTBC)

**01/2015 – 12/2016**

* Record day to day financial transactions and complete the posting process;
* Maintaining proper records of employee and vendor advances;
* Maintain and reconcile accounts payables and accounts receivables;
* Preparation of payments and related vouchers, preparation of receipt vouchers, Petty cash payments and reconciliation;
* Process payments of local suppliers on time;
* Petty cash management;
* Reconcile and reviewing petty cash claims;
* Perform month end closing process;
* Prepare bank reconciliation and adjustments thereon;
* Printing & filing of all the bank statements;
* Assistance with opening and closing of bank accounts;
* Liaison with corporate bankers and manage banking relationship;
* Assistance with annual audit requirements;
* Processing the payroll of more than 1600 employees;
* Computation of monthly and annual payroll tax;
* Maintaining proper records for employee benefit payments to be paid;
* Maintaining all the hard and soft files of the finance department;
* Send confirmation E-mails to concerned departments regarding Assets for capitalization;
* Preparation of payroll, Income & Sales tax deductions certificates;
* Assistance to senior management with preparation of various finance related reports from time to time;

** Accounts Officer**

DCN-International Communication LLC

**08/2012 – 12/2014**

*DCN worked with Etisalat and provides fiber optic and broadband communication services in UAE. Being a part of DCN my responsibility includes:*

* Liaison with Dubai project managers regarding daily expenses and funds;
* Maintain complete record of account receivable and payable;
* Maintain complete record of vendor and employee advances;
* Preparation and processing of payroll Pakistan and Dubai employees;
* Prepare vendor payments and send remittance request to bank via fax;
* Prepare voucher and record daily transactions into quick book;
* Prepare invoices with the assistance of project manager
* Reconcile vendor advances and payments;
* Reconcile employee advance and payments;
* Month end activities;
* Petty cash management for Pakistan office;
* Prepare management accounts;

** Accounts Officer**

Maftel Networks (PVT) Ltd

**01/2011 – 12/2011 (Pakistan)**

**12/2011 – 07/2012 (Afghanistan)**

*In telecom world, Maftel provides Total Cell Site Solution. From Civil to Tower Erection, From Electricals to Shelter installation, From Tower accessories to GSM Antennas and offer complete Cell Site Solution and O & M Services in Pakistan as well as Afghanistan. Being a part of Maftel my responsibility includes:*

* Prepare Payroll of employees Pakistan (PKR) and Afghanistan (USD);
* Prepare invoices for ZTE, Huawei, PTCL according to the milestone completion;
* Interact with Huawei, ZTE & PTCL for invoice clearance;
* Prepare bank reconciliations;
* Reconcile receivables and payables;
* Maintain record of vendor and employee advances;
* Process payments under section 153/a, 153/b, & 155;
* Handle checks payments;
* Assistance with annual audit requirements;
* Voucher checking of vendors, payments advances and calculate tax;
* Maintain petty cash record;
* Recording of all expenses in Quick book;
* Perform month end and year end activities;
* Prepare withholding tax working according to tax rate;
* Generate tax challan and submit to bank on weekly basis;
* Filling sales tax return on monthly basis;
* Monthly filling of WHT statements;
* Maintain record of store inventory;
* Analysis Kabul office expenses;

** Assistant Accountant & Tax Officer**

Accountax Management System

**04/2007 – 12/2010**

*I possess comprehensive knowledge of bank, finance, accounts and tax. I have worked as an Assistant Accountant & Tax officer in Accountax Management Systems, an Accounts and Tax consultancy firm. My responsibility includes:*

* Handling Zone Accounting System G.L and Sales Tax software Soft whiz
* Data Entry of invoices in software
* Maintain the purchase register of customers
* Maintain the sale register of customers
* Maintain the stock register of customers
* Book keeping of various clients.
* Documentation and maintaining the record for Sales Tax and Income Tax.
* Prepare Final Accounts of customers

**SECTOR WISE EXPERIENCE WHILE WORKING WITH ACCOUNTAX MANAGEMENT SYSTEM**

# During my job, I have completed the following assignments of accounts:

**Telecommunication Industry**

Maftel Networks (PVT) Ltd accounts and filling the returns of income tax and sales tax.

**Beverages**

* Pepsi distributer’s book keeping final accounts and filling the returns of sales tax and income tax.

**Fecto & Best way cement**

* Book keeping
* E-filling of sales tax and income tax returns & Final accounts

**Pharmaceutical**

* Book keeping
* Maintain sale purchase register and stock register
* Final accounts

**Cadbury**

* Cadbury distributer’s book keeping final accounts and filling the returns of sales tax and income tax.

**INTERNSHIP**

Allied Bank Limited, From December 2006 to February 2007

**ACHIEVEMENTS**

* Promoted as a Accounts Executive based on continuous good performance;
* Coordinated the Oracle R12 Enterprise Resource Plan (ERP) implementation team and changeover to the new system;

**QUALIFICATION**

* MBA (Banking & Finance)
* B.Com (I.T)
* D.com (equivalent to A-Levels)
* SSC (equivalent to O-Levels)

**LANGUAGES**

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****English



Urdu



Punjabi