#  Profile Summary

Raza M.BA, CMA(Continue)

**Accountant**

**Payable & Receivable | Accounting & Reporting**

Location Preference: **GCC Countries**

Accounting & finance professional offering **6 years** of rich experience in Accounts Payables & Receivables, **Financial Analysis & Internal Controls**

Proficient in Managing & working with book keeping, compiling financial reports, Financial analysis and internal financial controls and costing

Experience of leading more than **3 subordinates** to manage and direct reconciliation of ledgers, accruals and prepayments settlement of suppliers and generate payment runs.

# Core Competencies  Organizational Experience


## Nov'17- Jan’20

**Financial Analysis**

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**Costing, Budgeting & Forecasting Payroll Processing**

**MIS Reporting**

**Account Payables & Receivables Internal Control**

**Project Management**

**Team Development & Leadership System Development**

Soft Skills

## Rantex (Pvt) Ltd, Pakistan as Assistant Manager Accounts

**Key Responsibility Areas:**

Spearheading the payables, payments of operational, direct & indirect expenses and reporting of such expenses

Drafting & finalizing the monthly, quarterly, half-year and annual income statement and presenting to management to identify the risks and opportunities

Directing a team of 3 Subordinates; managing the Subcontractors & Suppliers Payments and following with them for any query

Reporting to management for actual cash flow & and projected cash requirement to meet the operational cash needs

Administering the bank reconciliations & cash flow report to ensure precision of the transactions

Drafting fixed-assets schedule and maintaining & updating fixed asset register Collaborating with internal auditors recommending on financials & internal controls

Assisting in the development of annual and long-range plans that linked business strategies to operational plans and the expected range of financial results

Assessing existing system deficiencies in accounting procedure to rectify them with the help of development team.

Motivator

Communicator

Team Lead

Collaborator

Coordinate the month end closing process to ensure all corporate deadlines are met and information is presented in accordance with policy and procedures Supervising the junior staff for day to day accounting issues like data entry, bank reconciliation debtors’ and suppliers’ ledger etc.

Any other task assigned by management.

## Highlights:

Monitored all purchase and expense accruals that had aged more than 120 days

Automated the preparation of 6 reports using MS Office Skills that had previously required 12 hours of effort per week

#  Career Timeline

**-20**

 Previous Experience

## May’14 – Oct’17

**AZ Apparel(Pvt) Ltd, Pakistan as Assistant Manager Accounts Highlights:**

**Nov'17- Jan**

**May’14 – Oct’17**

**Jul'13– May**

Handled day to day accounting from data entry to preparation of Profit & Loss accounts and related reports for management on monthly basis.

Prepare Monthly financial reports, reconciled complex fixed assets registers and accounts and provide reports to management regarding significant expenditure fluctuations.

Coordinate with internal auditors to ensure all accounting procedures are in place as per management approval and policies of company.

Drove the matters for Payables, Payments of Operational, Direct & Indirect Expenses and Reporting of such Expenses

Implement financial systems (e.g., Oracle), develop functional specifications for approved enhancements, document changes and updates to the system, and resolve the technical problems.

Evaluated transactions to compliance with the Financial Policies, Procedures of the Company and appropriate capital budget approvals

Prepared payment and payable summaries to compare forecasts, budgets & analytical procedures

Supervise the junior staff for day to day accounting issues like data entry, bank reconciliations suppliers’ and debtors’ ledgers etc.

## Jul'13– May'14

**Sadaqat Limited, Pakistan as Accounts Officer Highlights:**

Managed the Book keeping functions including diversified Accounts Payable & Receivable, Aging Analysis, Expense Control Procedures for Bank Account Reconciliations, Disbursements, Finance Charges, Billing, Invoicing; & performed the General Ledgers daily

Trainings Attended

Training in ERP Oracle Financials R-12 in 2017

* Oracle Financials Apps E-Business Suite R-12, Accounts Payable
* Oracle Financials Apps E-Business Suite R-12, Accounts Receivables
* Oracle Financials Apps E-Business Suite R-12, Internal Audit (overview)

IT Skills

**MS Office:** Word, Excel & PowerPoint, Oracle 7, Oracle financial R-12

Supported the department in Quarterly & Final Audit, coordinated with the Auditors to respond to queries (if any) and drafted briefs & reports to aid workings for special projects

Formulated Payroll - HO & Factory Employees for subsequent entry in GL

#  Internship

## Jun'10 – Aug'10

**National bank of Pakistan as Intern**

# Academic Details

**Continue:** CMA

**2010:** M.BA from National University of Modern Languages Islamabad, Pakistan

**2008:** Graduation in Commerce (B.Com.) from The University of Punjab, Lahore

Personal Details

**Nationality:** Pakistani

**Date of Birth:** 24th November 1988

**Visa Status:** Visit

**Current Location:** Abu Dhabi **Languages Known:**

**Marital Status:** Married **Availability:** **Personal Contact :** **raza-397158@2freemail.com**

**Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686**

English & Urdu

Immediate

**'14**