

## ALI ATIQ UR REHMAN

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**Job Title: Senior Accountant**

**Nationality :** Pakistani

**Religion:** Islam

**Current Location :** Dubai (on visit visa)

### EDUCATION/QUALIFICATIONS

- M.B.A(Finance), 2011, Virtual University of Pakistan.
- B.Com 2008, University of Punjab, Lahore, Pakistan

### LANGUAGES

English& Urdu - Fluent

Arabic - Speaking

### YEARS OF EXPERIENCE

14 years

(10 years K.S.A+4 years Pakistan)

### EMPLOYMENT RECORD

- Al Khalediah Agriculture Company (Saudi Arabia), Senior Accountant, August 2012 to April 2023.
- Eclat Educational Consultants (Lahore, Pakistan), Accountant, May 2008 to August 2012.

### SUMMARY

I have MBA (Finance) and Bachelor of Commerce degrees. I have 14 years of experience in the field of Accounting and Finance which includes 10 years in Saudi Arabia and 4 years in Pakistan.

Being a competent Individual, I am extremely capable to establish corporate Financial and Accounting strategies through facilitating revenue enhancement and profit growth.

I am familiar with Accounting Software ERP BAAN and successfully used in my previous jobs. I have knowledge of Basic Computer Software (M.S Word, Excel, Power Point).

My Key Area of work Experience and Expertise are;

- Accounts and Finance Management
- Annual Financial Statements
- Analyse Complex Financial Records and Reports
- Month closing and Annual closing entries/Adjustments
- Budget Management
- Purchase and Cost Management
- Assets Management
- Accounts Receivable and Accounts Payables
- Funds Management/Cashier
- Prepare VAT/Tax returns
- Banks and other Reconciliations
- Payroll Management
- Internal Audit
- Train and Mentor Junior Staff
- Microsoft Office
- Presentation Skills and Communication Skills

## **DETAILS OF EXPERIENCE**

### **1. AL-KHALEDIAH AGRICULTURAL COMPANY (RIYADH SAUDI ARABIA) (From August 2012 to APRIL 2023)**

#### **Accounts Manager/Senior Accountant**

During my service period performed the following duties

- Processing of journal vouchers and cash payment vouchers
- Bank Reconciliation
- Worked as cashier
- Checking of Purchase Invoices and controlling of cost.
- Worked as Payable Accountant
- Worked as Receivable Accountant
- Worked as Payroll Accountant
- Performed duties during external Audit
- Maintain Monthly VAT Report and upload on government website.
- Monthly and Annual MIS Reports
- Prepare Annual budget for the company.
- Checking Trial balance on daily basis.
- Prepared Annual Financial Statements on the base of Trial Balance.
- Analyze the income and Expenses on monthly and annual basis.
- Assets entry and maintain the depreciation.
- Prepare Cost Reallocation on monthly basis.
- Giving Training to my juniors
- Microsoft office(Word, Excel, PowerPoint)
- Accounting Software(ERP BAAN)
- Month Closing and Annual Closing Entries/Adjustments

### **2. Eclat Educational Consultants” (From May 2008 to August 2012)**

#### **Accountant**

During my service period performed the following duties

- To Prepare the Bank Receipt and Payment Vouchers.
- To Prepare Cash Receipt and Payment Vouchers.
- To prepare Journal Vouchers
- To Maintain Cash Book
- To write Journal Register and Ledger
- Computer Data Entry
- Payroll Preparation
- Tax Calculation

- E-filing of Salary withholding tax and Suppliers withholding tax.
- Deals with Debtors/Bill Receivables.
- To Finalize the Annual Accounts.
- To analyze the Financial Statements of the Company.
- To Control the Financial position of the Company.

## **INTERNSHIP**

- Three months Internship in Accounts Department of MTM Securities (Lahore Stock Exchange).

## **COMPUTER SKILLS**

- ERP-BAAN
- MS-Word
- MS-Excel
- MS-Power Point