

MUHAMMAD REHAN

SENIOR ACCOUNTANT/ FINANCE SPECIALIST/ INVENTORY CONTROLLER

DEIRA DUBAI

UAE

00971-544147324

Email Id : riihenansari777@gmail.com



EXECUTIVE SUMMARY

Possessing a proven record of working with autonomy and making a significant contribution within financial administration, accounting and office management including other issues (Handling all purchase, sales and expense ledgers, statements, banks, bills and cashbooks), also possessing excellent MS office, database skills and working to tight schedules.

AREA OF EXPERTISE

Proficiency in Accounting Software.

Monitoring the accuracy of AP and AR entries related to VAT.

Inventory handling.

Cash & Bank Accounting.

Inter branch Reconciliation.

Preparation of Daily MIS Report.

Payroll.

COURSES

Tally	2020
SAP (IBPD)	2016
Quick Book (IBPD)	2013

PROFESSIONAL EXPERIENCE

AMMRELE STEELS

SENIOR ACCOUNTANT

Sep 2018 - Jul 2023

SHELL PAKISTAN LIMITED

ASSISTANT ACCOUNTS OFFICER

Jun 2010 - Aug 2018

HBL BANK LIMITED PAK

INTERNSHIP (General Banking, Customer Services, International Banking)

May 2009 - May 2010



EDUCATION

Masters Of Commerce (M. COM) Bahauddin Zakariya University Multan Pakistan

Bachelor of Commerce (B.COM) Bahauddin Zakariya University Multan Pakistan

DOMAIN RESPONSIBILITIES

Prepare and update chart of account and control accounts department.

Handle all the imports and exports of the company internationally.

Prepare all the documents for facilities approving and processing from the banks.

Work on customized software of inventory. Bank reconciliation on daily bases and handling petty cash of the company.

Keeping a record of the company's revenues and expenses, assets and liabilities, so that the owners and the investors have a clear understanding about the financial health of the company.

Analyze and monitor the transactions taking place in an organization and ensure that they are recorded according to the accounting standards.

Anticipate the challenges in the financial system of the organization and prepare a plan of action to counter it.

Verify the invoices that have been submitted for approval and present it to the supervisor. This also includes balancing the travel and lodging allowances etc.

Keep track of the accounts receivable transactions and keep a record of the receipts and cash payments.

Preparation online all accounting and financial activities of Canadian based Company.

Inventory reporting to the upper class management of Canadian Company.

Measuring and Review on Stock of Company. Calculating and recording of petty cash, payrolls and purchase orders.

Control all the receivables and payables of the company.

Not only in accounts but also in inventory handling.

Bank Reconciliation of all company accounts.

Preparing of Accounts till finalization.

Preparing day to day running of accounts, Daily Transaction Reports.



PERSONAL DETAILS

Date of Birth

-15 April 1989

Marital status

-Married

DECLARATION

I, Muhammad Rehan do Hereby confirm that the Information Given above this is true to the best of my Knowledge.