Mohammad Rafi Mahmood Khan

Financial Analyst

"Striving for success -As a dynamic finance professional, having valuable experience in finance and accounting; my objective is to leverage my skills and enthusiasm for learning in a work environment that encourages innovation. Committed to ensuring optimal utilization of my expertise for the continuous growth and success of the organization"

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Oubai, UAE



Sr. Executive-Finance Artistic Milliners Pvt Ltd

07/2023 - 12/2023

Role & Responsibilities

- Expense Analysis and Reporting: Conducted detailed month-on-month expense analyses, contributing vital insights for Profit & Loss statement preparation.
- Utility Cost Analysis: Led comprehensive utility cost recording, analyzing and identifying savings opportunities aligned with organizational goals.
- Loan Markup Calculation: Proficiently record monthly interest expense, quarterly reconciliation with bank schedule enhancing precision in financial reporting.
- Fixed Asset Management: Involve updating fixed asset register to reflect any changes in depreciation due to direct additions, addition through Cwip and disposals of fixed assets during the month.
- Insurance Expense Analysis: Conducted detailed monthly analysis of insurance expenses, ensuring accurate and timely recording.
- Sales Tax (VAT): Reconciling monthly sales tax and making payments for withholding taxes.
- Internal/External Audit: Contributed significantly by providing ample evidence and assistance to facilitate both Internal and External audit processes.
- GL Reconciliation Expertise: Monthly GL Reconciliation for aligning accurate data for profit and loss statement as per international financial reporting standards

Executive-Finance Artistic Milliners Dyt I

Artistic Milliners Pvt Ltd

01/2021 - 06/2023

Role & Responsibilities

- Payable Reporting: Managed timely preparation and reporting of payable aging reports for key stakeholders.
- Invoice Handling and Payment Processing: Managed end-to-end invoice processes, from booking to payment, while adeptly handling necessary adjustments for seamless financial operations.
- Supplier/Party Ledger Reconciliation: Proactively managed reconciliation with supplier ledgers, resolving discrepancies for accurate financial records.
- Bank Debit/Credit Recording: Recorded bank debit/credit advice with precision, maintaining accurate and up-to-date financial records.
- Inter-Company Reconciliation: Executed meticulous reconciliations of inter-company transactions, ensuring coherence in financial records
- Refund/Security Deposit Management: Recorded and tracked refund and security deposit transactions, ensuring financial integrity and compliance.

Management Trainee Officer

Artistic Milliners Pvt Ltd

12/2020 - 02/2021

Role & Responsibilities

- Hands-on training in financial principles, budgeting, and analysis.
- Collaborate with teams to gain comprehensive finance operations experience.
- Develop financial analysis and decision-making skills through mentorship.



CMA

2018 - Present

Institute of Cost and Management Accountant Pakistan

Status • Certificate: Affiliate **Financial Accountant**

 Status: Strategic level-1 (In process)

Matriculation

The Smart School

2015

TECHNICAL SKILLS

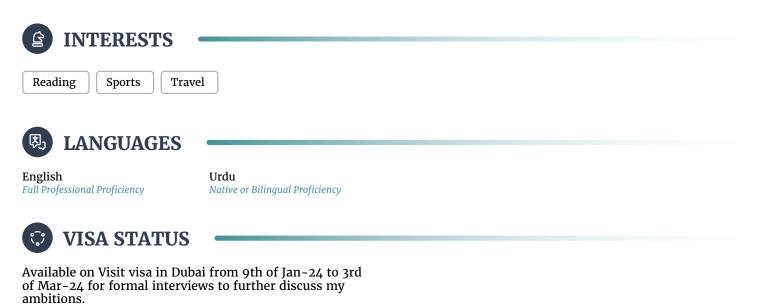
ERP ORACLE (V. R12)	Hand on experience on Payables, Receivables, Fixed Assets and GL modules	Microsoft Excel	Proficiency in designing different reports with the involvement of the formulae/ functions such as VLOOKUP, SUMIFS, INDEX- MATCH conditions and analytical tools such as PIVOT TABLE etc.
IFRS	Good Understanding and knowledge for application of International Financial Reporting Standards (IFRS)	Microsoft word	Able to make documents that require necessary formatting tools.
SOFT SKILLS			
Team Player Problem Solving Value Adding Decision Making Critical Thinking			

ACHIEVEMENTS

- Managed to smooth the procedure of recording expenses with respect to cost centers in Oracle for better application of departmental reporting

- Maintain utilities ledgers and reconcile them on monthly basis.

- Summarize and actively update the procedure of project capitalization, fixed assets registration



13/18 Courses

Intermediate in Pre-Engineering