

# 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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📍 Dubai, UAE



## WORK EXPERIENCE

### 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 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.



## EDUCATION

### CMA

Institute of Cost and Management Accountant  
Pakistan

2018 - Present

13/18 Courses

#### Status

- Certificate: Affiliate Financial Accountant
- Status: Strategic level-1 (In process)

### Intermediate in Pre-Engineering

Govt. Degree College SRE Majeed

2015 - 2017

### 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



## INTERESTS

Reading

Sports

Travel



## LANGUAGES

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency



## VISA STATUS

Available on Visit visa in Dubai from 9th of Jan-24 to 3rd of Mar-24 for formal interviews to further discuss my ambitions.