

Fazl E Rahim

(B.Com)



Contact

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ADDRESS:

ABUHAIL DUBAI, UAE

DATE OF BIRTH:

08-April-1999

Email:

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Languages

- English
- Hindi
- Urdu
- Pashto

SOFTWARES

- Quick Books Online
- MS Office
- WordPress

Objective

"Detail-oriented and highly motivated accountant with a strong foundation in financial analysis, budgeting, and record-keeping. Seeking a challenging role in a dynamic organization where I can leverage my analytical skills and expertise in maintaining accurate financial records, ensuring compliance with regulations, and providing insightful recommendations for improved fiscal management. Dedicated to contributing to the company's success through my meticulous attention to detail and commitment to maintaining the highest standards of accuracy and integrity in financial reporting".

Proven Skills

- Account Receivable and Payable
- Excellent communication skills
- Financial monitoring and analysis
- Budgeting and Forecasting
- MS office
- Data Entry Operator
- Time Management
- Complex problem solving
- Journal Entries
- Social Media Marketing and Management
- Wordpress Developer
- Risk Management
- Financial Reporting
- Software Proficiency
- Team Collaboration

Education

- (B.Com) Bachelor of Commerce
- (DIT) Diploma in Information Technology
- Intermediate (FSC)
- Matric
- Hifz UL Quran

Career Snapshot: Experience

Supervisor:

THE Hujra Café and Residence Restaurant

July 2023 till January 2024

Islamabad Pakistan

- Performing vendor and customer reconciliations to ensure accuracy and transparency; recording necessary adjustments.
- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintain Staff by recruiting, selecting, orienting and training employees and developing personal growth opportunities.
- Receiving, verifying, and processing payable invoices; rectifying discrepancies through close coordination with the supply chain.
- Implement and enforce system, policies, and procedure.
- Ensuring compliance with accounting and financial regulations.

Hobbies

- Cricket
- Books Reading
- Hiking
- Social Working

References

Will be available upon request

- Provide quality service by enforcing quality and customer service standards.
- Maintaining accurate financial records and storing and managing financial data.
- Contributes to team effort by accomplishing related results as needed.

Career Snapshot: Experience

Accountant: -

Sep 2022 till March 2023

Al Badr Manufacturing Ltd,

Gadoon Swabi

- Maintaining the general ledger, chart of accounts, and other accounting records.
- Overseeing the accounts payable process, verifying and processing invoices, ensuring timely payments to vendors.
- Managing the accounts receivable process, generating invoices, tracking customer payments, and ensuring timely collection of outstanding balances.
- Overseeing the inventory accounting process, tracking inventory levels, and ensuring accurate costing of inventory.
- Tracking and analyzing the cost of production, including direct and indirect costs, preparing cost of goods sold reports.
- Preparing financial statements, including income statements, balance sheets, and cash flow statements, and analyzing financial data to provide insights to management.

Career Snapshot: Experience

Customer Service Representative - March 2022 till Aug 2022

SAFA Gold Mall,

Islamabad

- Answering inbound phone calls, addressing customers questions, and processing payment or returns.
- Work with clients who have complaints, orders, or require information about product or services.
- Handle complaints, provide appropriate solutions for customers, and follow up to resolve an issues their customers experience.
- Keeping records of customers interactions, transactions, comments and complaints about product.

Certifications

- MS Office