

M Naveed Rehmat

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Visit Visa Valid till _05/03/24



CAREER OBJECTIVE:

To pursue a dynamic career pertaining to the field accounting in a professional and goal oriented organization that commits itself to growth and learning opportunities. My aim is to make a positive contribution within the place of employment where my academic abilities will be practically utilized.

PROFESSIONAL PROFILE:

- Experience with accounting software.
- Excellent understanding of accounting rules and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Advanced knowledge and experience with spreadsheets
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions. .

PROFESSIONAL WORK EXPERIENCE:

Organization: Roaster's Coffee House & Grill, Islamabad
Tenure: 04/2013-11/2023
Designation: Accountant

PROFESSIONAL EXPEIRENCE

**May 13 – Nov 23 Roaster's Coffee House & Grill, Islamabad
Pakistan**

Senior Accountant (Aug 19 – Nov 23)

- Reconciling and Rechecking the company's bank statements and bookkeeping ledgers.
- Reviewing periodic reports, such as balance sheets, profit & loss statements, Cash Flow Statements etc.
- Assisting management in the decision-making process by preparing budgets and financial forecasts.
- Prepare asset, liability, and capital accounts by compiling and analyzing account information.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Secure financial information by completing database backups.
- Produce error-free accounting reports and present their results.
- Support month-end and year-end close process.

Junior Accountant (Apr 13 – Aug 19)

- Enter transactions, Sales and Purchase Invoices and reconcile account balances and prepare bank statements..

- Prepare accurate work papers, schedules, and reconciliations for audit purposes.
- Checking Invoices and Purchase orders as per supplier rate list.
- Prepare cash flow statements, Income statement, Balance Sheets and reconcile bank statement.
- Record Petty Cash.
- Record Inventory and taking stock.
- Maintain complete record for Audit Purpose.

Mar 10 – Apr 13 **Froebel's School, Islamabad**
Pakistan

Admin Assistant

- Keep track of students' school performance and achievements.
- Assist school administrators in effectively managing the operations.
- Review student fee dues and participation.
- Keep a record of students and academic performance.
- Instruct school administrators in organizing cultural events, athletics, and activities.
- Establish and administer school safety measures.
- Ensure adherence to school guidelines, values, laws, and norms.
- Handle disputes and other difficulties.

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Masters of Business Administration	University Of Hamdard (Accounting and Finance)	2018

CERTIFICATION/ ADDITIONAL SKILLS:

- | | |
|---------------|---------------------------------|
| ➤ Tally ERP 9 | ➤ Tax Returns |
| ➤ Oracle | ➤ Microsoft Office Applications |
| ➤ QuickBooks | ➤ Auto CAD & Coral Draw |

PERSONAL INFORMATION:

D.O.B: 24th May 1986
Nationality: Pakistani
Marital status: married
Languages: English, Urdu, & Punjabi.