

# Raheel Amjad Mehmood

## Professional Résumé

**Dammam,** Transferable Aqama

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**Contact:** 0570395543



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**Objective:** To work in a stimulating environment where I can apply & enhance my knowledge and skill to serve the firm to the best of my efforts.

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### Professional Career Summary:

**Professional Certification :** CMA- Partly qualified

**Education :** MBA, Finance

**Work Experience :**

<u>Duration</u>	<u>Organization</u>
Nov 2015 – Jan 2022 AM Accounts & Finance	MID(Marubeni-Itochu Dawood) Pakistan Coil Center Pvt. Ltd
Feb. 2009– to Nov. 2015 Accounts offer	Streetware Systems Pvt. Ltd

### Work Experience

**Organization :** **MID (Marubeni-Itochu Dawood) Pakistan Coil Center Pvt. Ltd**  
**Organization Type :** A multinational company provide high-caliber services through the processing of steel products, CRC, EG, GI, and other steel sheet to Auto parts, home appliance and steel industries.

**Designation :** **Assistant Manager Accounts/Finance**  
**Reporting :** Manager Finance and accounts, CEO  
**Location :** National industrial Parks Pakistan Steel Mill Karachi, Pakistan.

**Area(s) of Experience :** ERP System SAP Business one, N-Pax Coil Center and Procurement. Assist Japanese CEO, Assist Manager Finance to complete financials monthly and annually.  
Report monthly financials to its MIDP's parent company on DIVA system.  
Process, monitor coming transactions of Payment/Collection.  
Keep record of Receivables and prepare reports monthly. Aging.  
Ensure that all financial transactions are handled and processed in-line with the approved policies and procedures.  
Update and improve procedures, guidelines, documentations for fully control.  
Update and enhance the system to improve the daily work.  
Team management. Oversee the daily operations of the finance department.  
Assisting Manager Finance in day to day activities.  
Coordinate every section to ensure smooth operation of the department.  
Colleague Performance Reviews and follow up meetings.  
Complete documentation of Imports from opening of LC till clearing according to UCP manual.  
Foreign Remittance in according to SBP regulation through LC, Bank Contract, and other condition as required.  
Fund Management,  
Provide audit requirements to the external auditor. EY.  
Bank reconciliation. Handle Treasury/All bank matters independently.  
Preparation of working/statements for income tax and sales tax filings.  
Ensuring timely payment of tax to regulatory authorities.  
Handle communication with vendors on tax related matters and Issuance of WHT certificates.  
Payment thought internet banking standard chartered straight to bank an UBL corporate online banking facilities.

E-mail correspondence with Japanese corporate officials of our parent company and follow ups.  
Attend internal weekly / schedule meeting.

### Other Experience/Skills

Ability to embrace change and adapt quickly.  
Ability to complete multiple tasks against tight deadlines, able to priorities and organize effectively.  
Possess good communication, analytical and presentation skills.  
Excellent supervisory experience.  
Strong influencing, leadership skills, inter-personal and communication skills.  
Member of compliance committee, well-educated with Japanese management standers, Business development techniques.  
Cost effective business management, fully awareness of Japanese working environment, full confidence to take any tasks.  
Work under complex environment, How to meet deadline.

### Work Experience

**Organization** : **Streetware Systems Pvt. Ltd**  
Organization Type : Provide enterprise level IT solutions to financial institutions globally  
Designation : Account Officer  
Location : Karachi, Pakistan  
Area(s) of Experience : Editing of Equity research reports of Public limited companies, summarizing research data for portfolio analysis, Working on Equity analysis Software (SAVA NET) and Rialto.co, Preparing eXtensible Business Reporting Language (XBRL) reports relating to equity research, produced by global partners' of Aurebach Grayson USA, and data editing.

### Computer Skills and Other Abilities

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	SAP Business One	Excellent	Currently Using
2	MS Office	Average	Currently Using
3	Communication	Excellent	Excellent

### Professional Certification & Academic Education

Certification / Degree	Institution / University	Specialization / Major	Passing Year
CMA	ICMAP	Management Accounting	Partly qualified
MBA	Muhammad Ali Jinnah University	Finance	2009
B.Com	University of Karachi	Commerce	2005

### Social Membership & Co-curricular / Leisure Activities

#### Description of Activities

1	Teaching
2	Playing Cricket
3	Internet surfing

### Personal Information

Father's Name : Sahib Din  
Marital Status : Married  
CNIC No. : 42501-7390814-1  
Passport No. : JZ0158143  
Language Competency : English, Urdu, Japanese