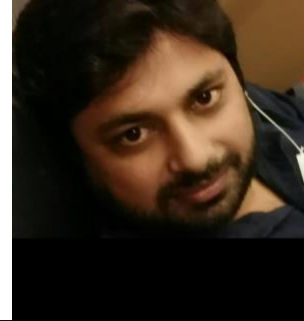


**MUHAMMAD RIZWAN RASHEED**

**MOBILE:** 059-4215316

**EMAIL:** [rizwan176@yahoo.com](mailto:rizwan176@yahoo.com)



### **PERSONAL PROFILE:**

**Date of birth:** 25<sup>th</sup> October 1986  
**Citizenship:** Pakistani  
**Gender:** Male  
**Marital status:** Married  
**Languages:** English, Arabic and Urdu  
**Current Address:** Dammam

### **CAREER OBJECTIVE:**

**6 year Saudi Arabia experience**

**3 year Pakistan experience**

### **EDUCATIONAL QUALIFICATION:**

**2009 – 2011**     **Masters in Business Administration – (MBA) Finance**  
Agriculture University Faisalabad, Pakistan

**2007 – 2009**     **MSC Accounting and Finance**  
Bahauadin zakariyah university Multan, Pakistan

**2005 – 2007**     **Bachelor of Commerce – (B.Com)**  
Govt college University Faisalabad Pakistan

### **COMPUTER SKILLS:**

- Proficient in MS office (Word, Excel, Power Point)
- QuickBooks
- Tally ERP
- Oracle
- byte
- Voyage
- ERP NEXT
- candela

## **PROFICIENCIES SKILLS:**

- Information Research
- Financial Modeling
- Financial Ratio Analysis
- Data Entry
- Cash Management
- Preparing General Entries,
  - General Ledger,
  - Trial Balance,
  - Income Statement
  - Balance sheet
  - statement of Cash flow ,
  - internal auditing,
  - account finalizing at the end of the year.
- Report to the management monthly quarterly and year bases.
- inventory controlling
- bank reconciliation
- Zakat and vaat submitting
- Managing payroll transfer to the employees through bank
- managing the account payable and receivable.
- Customer Invoice making .
- purchase order, customer credit note.
- LC and LG opening
- Petty cash handling.
- Following the prepayment and accrual accounting.
- Following the customer receivables.
- Inventory reconciliation quarterly bases
- POS cash sale reconciliations on daily bases.
- preparing the report that comparing the bugeted cost with the actual cost of the project.

## PROFESSIONAL WORK EXPERIENCE:

<ul style="list-style-type: none"> <li>❖</li> <li>❖ <u>Duration: January 2016 to onward</u></li> <li>❖ <u>Responsibilities:</u></li> </ul>	<ul style="list-style-type: none"> <li>❖ <u>Company: TECHNOLOGY OF PERSONAL PROTECTIVE EQUIPMENT.(Saudi Arabia)</u></li> <li>❖ <u>Position: Chief Accountant</u></li> <li>❖ Perform day to day financial and accounting operations .</li> <li>❖ Maintain accounting control by preparing and recommended police and procedure .</li> <li>❖ Maintaining financial securities .</li> <li>❖ Maintaining income and the expenses as per the budget and the previous year data.</li> <li>❖ Interact with the auditors .</li> <li>❖ Monitoring bank position and cash flows for the financial requirements.</li> <li>❖ Bank reconciliation .</li> <li>❖ Review all the operation documents of the company.</li> <li>❖ Preparing payment of vendors after verifying.</li> <li>❖ Inventory management.</li> <li>❖ Reconcile the inventory randomly bases.</li> <li>❖ Generate the sale invoices.</li> <li>❖ Managing all the receivable.</li> <li>❖ Reconcile the each customer account monthly bases with the customer signature and stamp.</li> <li>❖ Control the daily bases bank transactions.</li> <li>❖ Control all the payable of the company.</li> <li>❖ Making trail balance, balance sheet, profit and loss account and cash flow statement .</li> <li>❖ Giving the management weekly and daily report as per their requirement.</li> <li>❖ Making the purchase order.</li> <li>❖ Resolve the customer problems and build the future long-term relation.</li> <li>❖ Make sure the customer demand stock availability and on time delivery.</li> <li>❖ Making payroll 250 people</li> <li>❖ Calculate the employee end of services.</li> <li>❖ Handle the petty cash</li> <li>❖ Documentation controlling.</li> </ul>
<ul style="list-style-type: none"> <li>❖ Duration: October 2014 to December 2015</li> </ul>	<ul style="list-style-type: none"> <li>❖ Company: KHAN INTERNATIONAL CONTRACTING CO.(Saudi Arabia)</li> </ul>

<ul style="list-style-type: none"> <li>❖ <u>Responsibilities:</u></li> </ul>	<ul style="list-style-type: none"> <li>❖ <u>Position: Chief Accountant</u></li> <li>❖ Using automated accounting systems for data input and to obtain reports</li> <li>❖ Responsible for maintaining accounting ledgers</li> <li>❖ To handle the petty cash.</li> <li>❖ Generate the reports according to the IAS.</li> <li>❖ To make the balance sheet at the end of the year.</li> <li>❖ To make the Cash flow statement, Profit &amp; loss account, Income Statement.</li> <li>❖ To help out to conduct the audit at the end of the year.</li> <li>❖ To reconcile the bank ledger.</li> <li>❖ Responsible for the customer collection transactions.</li> <li>❖ Handle all the customer receivable account.</li> <li>❖ Handle the company vendor payable account</li> <li>❖ Make purchase order and sale invoices.</li> <li>❖ Documentation controlling.</li> <li>❖ Handle the purchase and sale to fulfill the customer demand on time.</li> <li>❖ Responsible for the Inventory management and reconcile it.</li> <li>❖ To calculate the employee end of services benefits.</li> <li>❖ Report to C.E.O related to work and expenditure.</li> <li>❖ By analyzing the work and expenditure report to C.E.O that we meet the expenditure and work goal that is set by the management.</li> <li>❖ To take the time sheet and over time report on daily bases.</li> <li>❖ To make the payroll of 137 employees</li> </ul>
<ul style="list-style-type: none"> <li>❖</li> </ul>	<ul style="list-style-type: none"> <li>❖</li> </ul>
<ul style="list-style-type: none"> <li>❖</li> </ul>	<ul style="list-style-type: none"> <li>❖</li> </ul>
<ul style="list-style-type: none"> <li>❖ Duration: Nov 2011 –Sept 15th.2014</li> <li>❖ <u>Responsibilities:</u></li> </ul>	<ul style="list-style-type: none"> <li>❖ Company: <b>ZAHIDJEE TEXTILE MILLS LIMITED (PAKISTAN)</b></li> <li>❖ Position: <b>Chief Accountant</b></li> <li>❖ Share purchase and sale KSC.</li> <li>❖ Keeping record of shares accounts.</li> <li>❖ Analyses the other companies' financial reports.</li> <li>❖ Control the Share purchase &amp; sales settlement</li> <li>❖ KSE market analyses on daily bases</li> <li>❖ Deal with the CDC accounts.</li> <li>❖ Shares account reconcile on daily bases.</li> <li>❖ CDC and warehouse charges on shares calculation.</li> <li>❖ Financial reports analyses.</li> <li>❖ Decision making on the behave of market trend.</li> <li>❖ Shares account reconcile with the CDC account.</li> <li>❖ Making the balance sheet ,profit and loss account</li> <li>❖ Company bank account handle related the share payment.</li> <li>❖ Bank reconcile</li> <li>❖ Daily ,weekly, monthly and yearly make the profit and loss</li> <li>❖ Prepare the balance Balance sheet</li> </ul>

	<ul style="list-style-type: none"><li>❖ <b>Cop rate with the team and the management</b></li><li>❖ <b>Help out the CEO and the management to decision making related to the economic and the KSC market trends.</b></li></ul>
--	---