



**Summary:** Throughout my career, I have handled a wide range of accounting functions, including Receivables, Treasury, Costing & Budgeting, Payables, assisting in finalizing financials (P&L, Balance Sheet), Financial Reporting and Inventory Control. My experience in Saudi Arabia is mainly in the FMCG and F&B industries. I have also worked in the tourism, cable manufacturing and export industries in Pakistan for a short period of time. In addition to my hard work, commitment, integrity, humor, and fairness, I have the right skills, experience, and talents.

# MUHAMMAD AFZAL REHMANI QAZI

## Skill Highlights

- Proficient with MS Excel
- Inventory Controlling
- Cost Analysis
- Business Analysis
- Management Reporting
- Pre & Post Product Costing
- Variance Analysis
- JD Edward ERP system
- Oracle version Fusion ERP
- MS dynamics (2007-2008)
- Time Management
- Communication Skills

## Contact

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## Experience

### SENIOR ACCOUNTANT & COSTING – JUNE-2021 To Present THREE BEES (Food & Beverages sector), RIYADH, SAUDI ARABIA

- Record Sales Revenue monthly
- Record collection Monthly
- Reconcile aggregators account
- Reporting to Manger for Sales & Discount
- Reconcile & Finalize Receivable Section with TB.
- Manage the inventory related to the system by creating articles/units.
- Update Recipe and costing and menu items (POS)
- Visit shops to conduct spot checking, expiry date checking run audit on recipes and physical stock take.
- Train restaurant and warehouse team members on all inventory related processes.
- Motivate and evaluate local team to ensure that the staff are optimally motivated and enable to maximize their potentials and contribution to the company.
- Run Regular quality control on group's data and supply management and commercial teams with regular analytical report and suggestion for action.
- Design and implement several business modules related to new brands/regions in close collaboration with concerned parties. (Operation Director/ Manager, Supplier and Regional IT).
- Review and validate the Group data COGS and consumption and as well as provide the upper management the required reports.
- Review all existing processes related to inventory transaction and ensure alignment with the operation department.
- Monitor input sales information and follow up on the sales reconciliation based on the set accounting sheets/procedures.
- Validate inventory transaction such as (Purchases, Transfers, Wastages, closing stock and consumption.
- Finalize Costing & Reconcile with TB.

## Education

Bachelor's Degree Commerce (2005-2006)  
**Karachi University**, Pakistan.

## Personal Information

**Father's Name:** Qazi Ghulam Rehmani

**Date of birth:** 23<sup>rd</sup> May 1985

**Marital Status:** Married

**Iqama:** Transferable

**Nationality:** Pakistani

## Languages

- Urdu ★★★★★
- English ★★★★★
- Arabic ★★

## Experience

### SENIOR ACCOUNTANT – JAN-2019 To JUNE-2021 GANDOUR (FMCG), RIYADH, SAUDI ARABIA

- Daily cash Collection
- Prepare Daily collection Report
- Follows up closely with all salesmen regarding collection
- Manage all accounting transactions
- Payment through Petty Cash in Branch
- Receivables Aging Report weekly.
- Allocation of all invoices on daily basis
- Follows up closely with all salesmen about collection.
- Generating invoices and account statements.
- Handling monthly, quarterly, & annual closing of branch
- Monthly inventory of warehouse stock
- Reconcile All Accounts & Banks

### COST ACCOUNTANT – JAN-2016 To DEC-2018 GANDOUR (FMCG), JEDDAH, SAUDI ARABIA

- Daily Sale Performance Report
- Cost Studies of products as per requirement
- Raw & Packing Slow Moving Report & provision
- SIDF Monthly report
- Sales comparison reports for local & Export Sales
- MRNs posting Follow up
- Month end Activities follow up
- Update performance log for month end activities
- CAPEX for all updating in the system.
- Inventory Adjustment entries for all branches
- Monthly Regional P&L Sales data
- Assist in closing
- Monthly shop floor inventory
- Quarterly finished goods inventory

### ACCOUNTANT – APRIL-2010 To DEC-2015 GANDOUR (FMCG), JEDDAH, Saudi Arabia.

- Preparing all Journal vouchers & Payment Vouchers
- Preparing Daily Invoices of Different Stores
- Cash Management & Petty Cash Book
- Monitoring the Stock Status & Daily Report of Issues & Receive
- Inventory of Stock in Every Three Month
- Issuing Debit notes & Credit notes to suppliers

## **Experience**

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- Maintaining Record of Expired & Damage Stock
- Preparing Sales & Collection report
- Preparing Bank Reconciliation Statement.

### **ACCOUNTANT – SEP-2008 To APRIL-2009**

#### **PK LIVESTOCK (MEAT EXPORT), KARACHI, PAKISTAN**

- Preparing monthly invoices of different clients
- Prepared monthly financial statements and reports
- Preparing all Journal vouchers & Payment Vouchers
- Handling all Bank Reconciliations
- All Accounts Payables related to suppliers & Company expenses.
- Reconciling customer's account monthly
- Issuing Debit & Credit notes
- Preparing sales & collection report
- Handling complete petty cash expenses
- Working on Payroll.

### **ACCOUNTANT – JAN-2007 To OCT-2008**

#### **ATLAS CABLE (MANUFACTURING CABLE), KARACHI, PAKISTAN**

- Preparing monthly invoices
- Preparing all Journal vouchers & Payment Vouchers
- Handling all Bank Reconciliations
- Checking daily Bank Transactions (Deposits & Bank Transfers)
- Quarterly Balance Confirmation customers & Suppliers
- Reconciling bank monthly

### **ACCOUNTANT – FEB-2006 To OCT-2006**

#### **TRAVELOCITY (TRAVEL AGENCY), KARACHI, PAKISTAN**

- Enter receipts Voucher
- Enter Payment Vouchers
- Bank Reconciliations
- Manual Vouchers issued
- Reconcile Monthly All Accounts