

# Abdul Rehman ACCA - Accounting & Finance Professional

## Core Competencies

- Accounts Finalization
- Financial and Management Reporting
- Accounts Payable & Receivable
- Value Added Tax (VAT)
- Corporate Reporting
- IFRS/IAS
- MIS Reporting
- Cash Flow Management
- Treasury Management
- Payroll
- Loan Compliance
- Cost Management
- Budgeting & Forecasting
- Variance Analysis
- Risk Management
- ERP System
- Microsoft Application
- Team Management
- Communication & Presentation

## Personal Details

Date of Birth: 15 May, 1992

Nationality: Pakistani

Marital Status: Single

Visa Status: Employment

UAE Driving License

Available: Immediately


## Contact Details


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 ACCA Member – UK

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 Dubai, UAE



## SUMMARY

A Qualified & Experienced Accountant with **7+ years** of demonstrable experience in positions of High Responsibility (**Including 4 years in UAE**). I am a focused professional who has been consistently praised as efficient by my co-workers and management. Over the course of my 7+ year's career, I've developed A skill set directly relevant to the responsible role in Financial Accounting, Financial Management, Treasury Management, Loan Compliance, Financial Reporting, Financial analysis, Internal/Internal Audit, Internal Controls and System Implementation. I have expertise in the ERP software including, Microsoft Navision, Sage, Oracle, Tally ERP, Zerox, Quick Books and training for SAP.

## QUALIFICATIONS

Course	Institute
ACCA – Member	Association of Chartered Certified Accountants – UK
Bachelor of Sciences	Oxford Brookes University – UK
Advance Diploma	ACCA (Advance Diploma in Accounting and Business)
UAECA	Accountants and Auditors Association

## CAREER HISTORY

### Senior Group Accountant

**Gulf Marine Services PLC (GMS) – London Stock Exchange Listed Company.**  
Jan 2020 to Nov 2021

- ✓ Monthly analytical reviews of financial statements, to look for and recommend changes to improve performance.
- ✓ Oversee revenue accounting activities and ensure monthly invoices are issued in accordance to the contract and recorded in accordance to the standards (IFRS/IAS)
- ✓ Manage accounts receivable section, Coordinate with clients and ensure payments are received as per the contractual terms.
- ✓ Monitor syndicate loan compliance requirements to ensure compliance and submit all the reports required.
- ✓ Participate in month end closing, semi annual and annual audit.
- ✓ Prepare multiple reports for short term and long term decision making.
- ✓ Prepare weekly, monthly and annual cashflow forecast at entity and group level, take suitable actions to ensure sufficient cash is available for operations.
- ✓ Liaise with banks regarding bank facilities i.e drawdown, loan repayments, overdraft, letter of credit (LC) and performance bonds.
- ✓ Bank Reconciliations for the whole group's bank accounts.
- ✓ Prepare various reports for equity raise and help management in equity raise.
- ✓ Monitor complete supply chain to analyze the vat implication and advise procurement and commercial departments.
- ✓ Filing VAT for KSA, UAE and UK and filing WHT for KSA.

## SELECTED ACHIEVEMENTS

- ✓ Assisted in the debt capital restructuring and equity raise.
- ✓ Helped in improving reporting efficiencies through automation.

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## Interests / Hobbies

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*Interests in Developing auditing, accounting and tax Skills. Pursuing ERP certifications.*

*Hobbies include web browsing, financial journals reading. Enjoy adventures, tours and travels, and creative activities. Meeting new People and Making new friends, helping them to succeed in life. Shopping and always staying updated with latest trends.*

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## Development Activities

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*Participate on regular basis in Webinars Arranged by ACCA on basis of my ACCA qualification on Continuous Professional Development Program.*

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## Communication and Interpersonal Skills

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*Outstanding command over verbal and non-verbal communicative & interpersonal skills.*

*Strong organizational, managerial, problem solving, interpersonal and negotiation skills.*

*Confidently able to work independently or in a team to deal effectively with educators & employees.*

*Prioritize tasks to meet deadlines, Ability to manage multiple tasks with minimal supervision.*

## Senior Group Accountant

**Applied Corrosion Technology LLC (UAE) – Group of Companies**

**August 2017 to March 2019**

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- ✓ Prepare and present the Group Financial Statements (Profit & Loss Account, Balance Sheet, Cash flow statement) and monthly analytical reviews of financial statements, to look for and recommend changes to improve performance.
- ✓ Verification of invoices from vendors and perform supplier account reconciliation.
- ✓ Perform accounts payable ageing analysis, prepare payment schedule to release the payment as per the company policy.
- ✓ Maintain accounting controls by preparing and recommending policies and procedures.
- ✓ Oversee accounting activities to maintain General Ledger.
- ✓ Reconciling inter-company accounts on monthly basis.
- ✓ Treasury management activities including monthly fund requirements analysis for the group companies, cash pooling and intercompany transfers.
- ✓ Manage VAT accounting and file quarterly VAT return.
- ✓ Keep close coordination with associated companies within and outside the UAE and analyze accounting activities (including project accounting, payable, receivable, and cash management).

### **SELECTED ACHIEVEMENTS**

- ✓ Assisted in the development of management reporting systems and the communication of management information.
- ✓ Supported the core finance team in establishing process improvements, and standard operating procedures

## Senior Accountant

**Masons Contracting LLC (UAE) - Feb 2016 to May 2017**

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- ✓ Finalization of Financial Statements in accordance with international accounting standards IFRS & IAS.
- ✓ Responsible for daily, weekly, and monthly account activities including timely and accurate accounts payable, accounts receivable, payroll, bank reconciliation, cash receipts, disbursements, invoicing, and preparation of daily bank deposits.
- ✓ Dealing with the Banks, External and Internal Auditor of the company.

### **SELECTED ACHIEVEMENTS**

- ✓ Reorganized the internal controls environment of the company to identify the key risk areas and suggested appropriate solutions.

## Audit Associate

**Kreston Hyder Bhimji & Co Chartered Accountants – Jan 2013 to Dec 2015**

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- ✓ Conducted statutory audit and assurance assignments in accordance with the requirements of Firm's Audit Methodology and various pronouncements (including IFRS and ISA) and directives issued by national and international regulatory bodies, which included planning, organizing, controlling, and reviewing the entire job.
- ✓ Prepared stand alone and group consolidated Financial Statements.
- ✓ Conducted internal audits and preparation of internal audit reports.
- ✓ Preparation of sales tax detail working including input VAT and output VAT and filing the sales tax return for our client in accordance with Pakistan tax laws.

### **SELECTED ACHIEVEMENTS**

- ✓ Reorganized the internal controls environment of the company to identify the key risk areas and suggested appropriate solutions.

### **LANGUAGES**

English (Full working proficiency), Urdu (Native). Hindi (Full working proficiency).

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