

ABDUL REHMAN

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Passport # BD9152174

P54 St # 04, Gulbahar Colony near Airport Housing Society Rawalpindi



OBJECTIVE: To work among highly skilled professionals and utilize my expertise and skills in a dynamic and well reputed organization.

PERSONAL ABILITIES/COMPUTER SKILLS:

- Ambitious, hardworking, energetic and well disciplined
- Ability to work in stress conditions
- Positive thinking, self-motivated and flexible
- Good Communication skills
- MS OFFICE (MS WORD, EXCEL AND POWERPOINT)

WORK EXPERIENCE:

JEHAN HUMAN RESOURCES COMPANY:

Worked as an **Accountant** from 24/04/2019 to 28/02/2025
(Including 2 Years in Bindawood Holding on Jehan Sponsorship)

- Physical & System Inventory Receiving
- Bank Reconciliation
- Debit and Credit notes to clients
- Accounts Payable and Accounts Receivables
- Vouchers (BPV, BRV, CPV, CRV & JVs)
- Daily store use/damage inventory reports
- Monthly Physical stock take
- Clients Balances Reconciliation
- VAT filing on ZATCA platform

ZUBAIR FEEDS (Pvt) Ltd (Poultry Section):

Worked as **Accountant** from 26/03/2018 to 16/04/2019

- Flock position report
- Reconciliation of Bank, Cash & Parties Ledger
- Vouchers (BPV, BRV, CPV, CRV & JVs)
- Inventory recording and reconciliation
- Sales posting, daily Sales and recovery reports, Farms & Hatcheries Expenses & Income
- Reconciliation of Inter-branch transaction (Debit & Credit Notes) with Associates and parent Company
- Monthly & weekly Hatchability reports.
- Maintaining books of accounts (Cash book, ledger)

QINEQT Inc. (A US based Multinational Firm)

Worked as **Team Lead Financial and Data analysis** from 02/02/2016 to 30/04/2017.

- Team management.
- Performance of companies is analyzed by performing detailed industry specific ratios.
- Kept track of updates in respective domain & procedures.
- Approving financial data of covered companies.
- Sending team productivity to higher managers.
- Training new hires.
- Prepared Financial Template of Real Estate according to US GAAP standards.
- Working with higher management for improvements in datasets.
- Working with developers regarding any updates on internal application.
- Redrafting of financial statements of the companies as per US GAAP standards.
- Monitor team & individual performances.
- Guiding analysts in their routine queries.
- Stock History (Research work on various equities).

SNL FINANCIAL (PVT Ltd.), PAKISTAN (A US based Multinational Firm)

Worked as **Senior Analyst II** from 18/05/2009 to 01/02/2016.

- Collect corporate & financial data for covered companies.
- Research on various equities.
- Working on client queries.
- Execute As-Reported & Source tagging processes.
- Monitor Department & Individual performances.
- Maintain Integrity of Financial Data.
- Approve financial data.
- Complete assigned tasks-internal tasks and tasks FB & rating report access.
- Train Analysts on As-Reported Tools and Process enhancements.
- Read The SNL Daily for Quality Control.
- Training of new Hires.
- Keeping knowledge of respective domain & procedures

RIPPLE WATER:

Worked as an **Accountant** from 01/07/2006 to 31/12/2008.

- Daily Sales report.
- Maintained books of accounts (e.g., Cash Book, ledger) and fixed assets register and calculation of depreciation.
- Weekly sales report.
- Monthly Staff Salaries.
- Daily bank dealings.
- Daily Cash received & payments report to the Manager.
- Recovery reports.
- Vouchers (BPV, BRV, CPV, CRV & JVs).
- Monthly Sales tax return.
- Final Accounts prepared with Auditors.
- Monthly commission and payroll report (Advances and loans).
- Reconciliation of Bank, Cash and party's ledger.
- Maintained monthly summary Partner's accounts.

ACADEMIC QUALIFICATIONS:

Degree	Majors	EXAMINING BODY	PASSING YEAR
CMA -US - 2 (Part 1 Cleared)	Management Accounting	Institute of Management Accountant	Current
B.com	Accounting, BSM, Audit	The University of Punjab	2005
ICS	Stats, Math, Computer	Rawalpindi Board	2003
Metric	Physics, Chemistry, Biology	Rawalpindi Board	2001

COMPUTERIZED ACCOUNTING:

- Quick Books (Expert)
- Tally ERP-9 (Beginner)
- Sidaat Hyder Financials (Expert)
- JDA
- XTRA
- AX MS Dynamics 365 ERP

LANGUAGES:

- ENGLISH
- URDU
- ARABIC

TRAININGS & AWARDS/ACHEIVEMENTS:

- Couple of **Best Performance Annual Awards**
- Diploma of **English Language** from KIPS.
- Certificate of **Training of Excel**.
- Participated in "**Promise to the new millennium environmentprotection awareness walk**".
- Certified as **Employee of the Month**
- Received **Thank You Card** from my **Director** upon successful completion of **ADM Audit Project**.
- Attended workshop of **Personal Branding and Workplace Etiquette**.

REFERENCE

Can be provided on demand