

ABDUL REHMAN

DUBAI, UNITED ARAB EMIRATES

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OBJECTIVE

To achieve a position in an organization that seeks an ambitious and career-conscious person, where acquired skills experience and education will be utilized towards continued growth and advancement.

PERSONAL PROFILE

Dedicated Accountant/Assistant Manager with 12 years experience in accounts management and reporting, banking, developing and implementing financial systems, processes and controls that significantly improve P&L scenarios. Expert in establishing accounting functions, systems and best practices, Worked in **Construction, Real Estate**, and **Manufacturing** sectors.

PROFESSIONAL EXPERIENCE

Chief Accountant (February 2008 – November 2019)
UniEstate Properties LLC – Real Estate Developer & Construction Industry
<http://www.uniestate.com>

UniEstate Properties LLC, a subsidiary of RAK Holding LLC, is master real estate developer involved in real estate developments in Ras-al-Khaimah, Dubai and Abu Dhabi. It has developed and managed several big towers and residential communities. It constructs its buildings under a group construction company. Accounts and finance functions are entire group are centralized.

Responsibilities

- Finalization of monthly trials of main company and her five (5) other subsidiaries
- Produced costs for projects, calculating amounts and identifying profit and losses
- Processed salaries, additional benefit payments, gratuities and end-of-service benefits
- Liaised with project management, consultants, and contractors to ensure payments are completed on-time and that accounts are reconciled accurately
- Produced various reports for management, including collection reports and profit and loss accounts
- Analyzed and produced the monthly general ledger, completing audit files and closing books at year end
- Verified recorded financial transactions in accordance with company and regulatory policies and procedures
- Completed the financial year-end procedures, ensuring auditors have the information they require
- Compiled and distributed invoices to clients for over-due amounts, imposing penalties and service charges as required, ensuring that all final settlements are accurately recorded on handover
- Recorded and processed payment certificates, producing a variety of invoices to ensure all project requirements are adhered to
- Follow-up and deal with fund routing plan made by finance manager
- Verification of expenses, expenditure and revenue
- Reconcile the statements with-in the group among the companies
- Debtors & Creditors reconciliations
- Produced income statements, balance sheets and records of payables and receivables, monitoring transactions and reconciled bank statements
- Calculation of and feeding of sales incentive of employees and agents
- Customers due and default payments report
- Payments to creditors and payments for expenses
- Property sales, transfers and cancellations as per company policy
- Assisting VAT department in order with the input/output data for VAT-Return

Achievements

- Successfully shifted Accounts Finance data from Oracle 6 to 11
- Smoothly Handed-over 5 projects to 2000 customers since from 2013 to 2018 including 2 RAK and 3 Dubai towers.
- Maintained escrow accounts.
- Prepared and implemented several SOPs to establish internal controls.
- Started monthly cost reporting system for ongoing construction projects.
- Worked closely with Operations Head and group CEO in strategic decisions and implementation.
- Special attendant Dynamic 365 ERP meetings for implementation.

Senior Accountant (June 2005 - January 2008)

Eagle Industries (Pvt.) Ltd - Manufacturing Industry

Eagle Industries (Pvt.) Limited is one of the Pakistan's leading manufacturers of motorcycles and the motorcycle parts, and a company belongs to the Eagle Group of Industries holding four companies, a part of Diamond group of Industries. Manufacturing of eagle Brand D.G 70cc motorcycle and C.N.G 3-wheeler which has been emerged in Pakistan's economy since June 2005.

Responsibilities

- Drawing power (Bank Position)
- Bank reconciliation
- Preparation and posting of cheques
- Maintain parties ledgers
- Debtors/Creditors reconciliation
- Station branches reconciliation
- Preparation of salaries
- Daily booking and supply arrangement
- Calculation of dealers incentives
- Daily Activity Report

Achievements

- Successfully data has been shifted from FX Pro software to SQL

OTHER EXPERIENCES

- Worked as Assistant Accountant in **Kahaut Security Services (Pvt.) Ltd** from May 20, 2003 to June 30, 2004 with limited responsibilities for maintaining parties ledger, bank reconciliation and preparation of staff salary.
- This job gave me precious experience to handle complete books of account myself from very basic level.

ACADEMIC QUALIFICATIONS

- B.Com, 2000-2002, from Punjab University.
- I.Com, 1998-2000, from Lahore Board.
- Matriculation, in 1998, from M.C.L Boys High School, Lahore.

COMPUTER LITERACY

- Carried out audits and worked in **ERP (Oracle Financials)** environment of substantial clients.
- Worked under Windows environment, familiar with MS Office and well equipped knowledge of MS Word and MS Excel.

PERSONAL DATA

DATE OF BIRTH:	27 January 1983
NATIONALITY:	Pakistani
MARITAL STATUS:	Married
DRIVING LICENSE:	UAE
