

# MAHFOOZ UR REHMAN

Mobile:- +966-53-9014869, +966-57-3002745 E-mail: [mahfoozgujrat@gmail.com](mailto:mahfoozgujrat@gmail.com)



## Education

- CPA (Certified Public Accountant)
- PGDPA (Post graduate Diploma in Public Accounting)
- ADPA (Advanced Diploma in public Accounting)
- Bachelor of Commerce

## Membership

- SOCPA (Saudi Organization for certified professional Accountant)
- ICPAP (The Institute of Certified public accountant of Pakistan)

## PROFILE IN BRIEF

<i>Mar 2022</i>	<i>to</i>	<i>cont.</i>	:	<b>TANQEEB AL KHALEEJ EST. (Saudi Arabia)</b> <i>Senior Accountant &amp; HR Executive</i>
<i>Jan 2019</i>	<i>to</i>	<i>Feb 2022</i>	:	<b>TECHNO GEN TRADING COMPANY (Pakistan)</b> <i>Senior Accountant</i>
<i>Jan 2013</i>	<i>to</i>	<i>Dec 2018</i>	:	<b>RKM INDUSTRIES (PVT) LTD (ANDY BIRS) (Pakistan)</b> <i>Senior Accountant</i>
<i>Oct 2010</i>	<i>to</i>	<i>Jan 2012</i>	:	<b>SIX SIGMA ENTERTAINMENTS (Pakistan)</b> <i>(Media production Co)</i> <i>Accountant</i>
<i>Jan 2007</i>	<i>to</i>	<i>June 2010</i>	:	<b>HONDA SHAHRAH-E-FAISAL /</b> <b>HONDA DEFENCE - PAKISTAN</b> <i>Accountant</i>
<i>Feb 2000</i>	<i>to</i>	<i>July 2006</i>	:	<b>AMCOAPPAREL MFG.CO -UAE</b> <i>Asst. Manager Accounts &amp; Admin</i>

## PROFILE IN BRIEF



## TANQEEB AL KHALEEJ EST.

From Feb 2022 to Cont..

### As Senior Accountant

- Overseeing and managing account department.
- Ensuring accurate and timely Financial reporting to Management.
- Developing and implementing accounting policies and procedures
- Preparation of Budget & forecast report and comparing with actual output quarterly, half yearly and yearly.
- Setting goal for each departments and accordingly job descriptions preparation with coordination of department head.
- Assemble all accounting information for external Audit.
- Follow up for Receivable payments from customers.
- Calculation of VAT and online submission timely.
- Recording Accounts transactions in ERP / Accounting System including bank

reconciliation.

- Reporting Progress reports to Management.

- Monthly and Quarterly progress reports and final Accounts.

**As HR Executive**

- Look after for new Recruitment / staff hiring process from different countries.
- Maintain Staff personal fills and keep their Personal Records up to date.
- Staff payroll preparation with complete details attendance, over time, other allowance etc.
- Correspondence with Govt Departments and Internal Correspondence.



**RKM INDUSTRIES (PVT) LTD**

From Dec 2013 to Dec 2018

**As Senior Accountant**

- Supervision of overall accounts Department.
- Supervise daily sales of all out lets includes cash and POS sales management.
- Dealing with Malls regarding all type of correspondence, rent and maintenance issues
- POS payments and Bank reconciliation.
- Reporting Progress reports to Managements.
- Monthly and Quarterly progress reports and final Accounts.
- Dealing with Sales tax matters and External Auditors.
- Dealing with Banks for company loan and settlement.
- Dealing with banks for Import documents.



**SIX SIGMA ENTERTAINMENTS**

**From October 2010 to Feb 2012**

**As Accountant**

- Coordination with Channel for receivable payments.
- Reporting to Directors, daily activity report, weekly and monthly reports.
- Dealing with all payments made to Actors/Actress, Vendors, Service provider, and others,
- Dealing with Actors/Actress regarding their payments contracts project wise.
- Supervision of Petty cash expenses on daily basis from productions Managers of each projects.
- Coordination with bank and bank reconciliation report every month.
- One line Tax submission and other tax related problems.
- Project costing and Project profit & loss reports.



**HONDA SHAHRAH-E-FAISAL / HONDA DEFENCE**

**From November 2006 to June 2010**



- Reporting to Directors daily progress report (bank position, job cards, cash collection, recovery status and others.
- Petty cash voucher checking with complete detail and approvals.
- Supervision of Daily cash Collection and submission to bank.
- Daily bank receipt and bank payment vouchers checking & signing.
- Parts Audit quarterly or when ever required as per Directors instructions
- Paint material audit quarterly.
- Supervision of Receivable Recovery team and Correspondence with Insurance companies corporate customers.
- System (software) reconciliation and system modification when ever required.
- Conducting interviews for hiring new staff when ever required and coordination with Directors.
- Dealing with employees' related problems.



### **AMCO Apparel Mfg. co UAE**

**From February 2000 to July 2006**

#### **As Asst. Manager Accounts**

- Finalization of accounts and deal with external and Internal Auditors.
- Quarterly auditing of books of accounts / Finalization of accounts & Preparation of Monthly / Yearly financial statements.
- Coordination with branch and maintain of branch accounts.
- Day to day business of the bank, deposit and other transactions.
- Analyze company's financial status.
- Reconciling with foreign creditors / Reconciling of inter-group company accounts.
- Reconciliation of bank A/c Debtors a/c and creditors a/c.
- Finalization of balance sheet and P/L account half yearly and yearly basis and analysis.

#### **As Asst. Administration Manager**

- Handling correspondence and confidential documents.
- Follow up of outstanding payments.
- Controlling the office assets, provide needful support to other departments.
- Handling procurement & purchase of materials.
- Correspondence with corporate office through internet.
- Dealing with suppliers / Coordinating with all departments.
- Preparation of quotations, invoices, offers and purchase orders.
- Salary checking and distribution.
- All staff documents update and arrange for renewal well before time.

#### **Other Details**

- ✓ **Nationality : Pakistan**
- ✓ **Language : English, Urdu, Arabic, Punjabi,**
- ✓ **MS office / Accounting software and attended many seminars and conferences**
- ✓ **Driving License : UAE and Saudi Arabia**