



# Curriculum Vitae

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## **Rabie Saeed**

Gulistan-e-Jauhar, Karachi - Pakistan  
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### **OBJECTIVE:**

- To be a competent Accountant with skill of Customer relationship management

### **PROFILE**

Role and Goal directed, result oriented professional with strong accounting background. Skilled communicator, persuasive, and adaptable, self - motivated with high energy, initiative and focus. Keen insight into the needs and views of others—able to listen and identify issues or problems areas and form innovative solutions. Professional, personable and articulate in presentations.

### **WORK EXPERIENCE:**

- Promoted to Deputy Manager – Taxation: Jan'20 till May'21 Usman Public School System, Karachi – Pakistan.
- Campus Accountant: Apr'18 – Dec'19 Usman Public School System, Karachi – Pakistan.
- Analyst – Billing & Collection: Jan'13 – Mar'15 Zenersol Solutions, Dubai - UAE
- Accounts/Billing Officer: Apr'11 – Dec '12 Al-Shaymaa (Pvt) Ltd., Karachi – Pakistan.
- Internship: Feb – Jul'10 Finance Dept. in Al-Shaymaa (Pvt) Ltd., Karachi – Pakistan.

## **Usman Public School – Karachi, Pakistan (April 2018 – May 2021)**

### **Major work areas/achievements include:**

#### **As Campus Accountant:**

- Generating fee challan vouchers.
- Payment & receipt vouchers.
- Preparing monthly payroll to disburse salary.
- Monthly reconciliation
- Monthly reports (Financial statements)
- Receivable report (as per requirement of management).

#### **Promoted to Deputy Manager – Taxation:**

- Record Withholding tax daily
- Submitting the income tax payments to Federal Business Revenue (FBR).
- Maintaining & submitting the withholding tax statement quarterly as required by FBR.

## **Zenersol Solutions – Dubai, UAE (January 2013 – March 2015)**

### **Major work areas/achievements include:**

- Preparing chilled water bills on a monthly basis for 4 towers which includes the following:
  - I. TIARA Residence (Palm Jumeirah)
  - II. MAG214 (Jumeirah Lakes Tower)
  - III. Maze Tower (Sheikh Zayed Road)
  - IV. Latifa Tower (Sheikh Zayed Road)
- Collecting payments against the bills from customers.
- Posting the payments in customer's accounts.
- Reconciling the collection on a daily basis.
- Keep track of delinquent accounts.
- Send out notices to overdue accounts.
- Disconnect services if account remains unpaid.
- Preparing final bills as per customer request.
- Making monthly reports for the clients review.
- Bank Reconciliation at the end of each month.

## **Al Shaymaa (Pvt) Ltd. – Karachi, Pakistan (April 2011 – December 2012)**

### **Major work areas/achievements include:**

- Handling of payments to vendors and receiving payments from customers.
- Making Daily Report to show bank position, receivables and payables.
- Making and updating of monthly accounting reports.
- Making Daily Cash/Bank payment vouchers via SidatHyder Financial software.
- Management of customer database for billing/payment records.
- Billing (New Sales & Annual Monitoring Charges) & receiving payments from customers & Issuance of Receipts.
- Making Daily Sales Report showing Account Receivables & Payables.
- Customer-wise Aging Analysis of Receivables.
- Making and updating of monthly accounting reports via SidatHyder exclusive software.

### **ACHIEVEMENTS:**

- “Certificate of Appreciation” as Billing Officer from Al Shaymaa (Pvt) Ltd.

### **QUALIFICATION:**

- ACCA in progress – cleared F1,F2,F3 & F9
- Intermediate from PEFC (Pakistan Educational Foundation College).
- Matriculation from Toddlers & Juniors Academy.

### **SHORT COURSES:**

- Graphic Design
- Power BI
- SAP – End User Training
- Web-Design
- Pre-Intermediate General English Course from Melbourne.
- Upper Intermediate General English Course from Melbourne.

### **OTHER SKILLS:**

- Capable of managing basic financial tools & reporting software.
- Well organized and able to manage multiple tasks efficiently.
- Good project management and conflict management skills.
- Good PC skills in MS Office.
- Highly ethical, honest, committed, responsible and team player.
- Can work and deliver with minimum supervision.

### **PERSONAL DETAILS:**

- Gender: Male
- Marital Status: Single
- D.O.B: 26th October 1986
- Driving License: Pakistan & UAE.

### **LANGUAGES:**

I am fluent in written and spoken Urdu and English.

### **REFERENCE:**

Available upon request.