



RASHAD FAIZ

Qualification:

Visa Status:

Availability:

Experienced Financial Accountant Chartered Management Accountant (CMA)

Employment Visa Till 25th Jan. 2025

Immediate



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Dubai, UAE

Objective:

To develop and discover my vision into pragmatic action, as a performance-oriented official of financial accounting, I want to further develop my "self-branding" and utilize exceptional abilities in dealing with assigned responsibilities by the top management

Core Competencies

Professional Competence

- Financial Accounting - IAS /IFRS
- General Ledger
- Account Receivable & Payable
- Cash & Bank Handling
- Audit & Risk Management
- VAT & Corporate Return/Filing
- Budgeting & Forecasting

Dynamics & Personae Competence

- Hard working
- Self-Motivated & Enthusiastic
- Analytical & Details oriented
- Positive attitude & Resilience

Professional Certification & Academic Qualifications

Chartered Management Accountant (CMA)

2021

Institute of Cost & Management Accountants of Pakistan

B.Com

2017

University of the Punjab

Career History:

General Accountant

at M/s Relianci Advisory LLC Dubai – UAE Sep. 2022-Jan. 2025

As a general accountant in M/s Relianci Advisory, I undertake following responsibilities;

Financial Reporting:

- Responsible for preparing and analyzing monthly, quarterly, and annual financial statements, ensuring accuracy and compliance with accounting standards (IFRS).
- Accountable for preparation of the draft audited financial statements and management accounts.
- Collaborate with department heads and management to prepare the annual or quarterly budget for the organization.

General Ledger Accounting:

- Team up with internal departments to gather, analyze, and interpret relevant financial information.
- Record financial transactions in the general ledger, ensuring that all entries are accurate and timely.
- Regularly reconcile all balance sheet accounts to ensure consistency and correctness of financial data. This includes bank reconciliations and other accounts.
- Assist in the month-end and year-end closing entries such as accruals, deferrals and prepaids.
- Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance IFRS.

Account Receivable:

- Maintain up-to-date billing system and performed reconciliations.
- Generate invoices, follow up on, collect and allocate payments.
- Carry out billing and collection activities according to deadlines.
- Monitor customer account details for non-payments, delayed payments and other irregularities.
- Generate age analysis, prepare bank deposits, investigate and resolve customer queries & process adjustments.

VAT, Audit and Compliance:

- Ensure accurate preparation and timely filing of VAT returns in compliance with FTA tax laws.
- Review financial records, invoices, and receipts to identify VAT-relevant transactions.
- Submit VAT returns within deadlines.
- Prepare VAT reports, detailing payable or refundable amounts.
- File and organize VAT-related documents such as invoices, credit notes, and payment records for audit purposes.
- Assist in the preparation of the annual financial audit and liaise with auditors to ensure timely completion of the audit process.
- Assisting with internal and external audits by providing necessary documentation and explanations of financial transactions.

Accounting Packages & Expertise

QuickBooks



Tally



Peachtree



SAP B-One



VAT Return Web



MS Dynamics



Computer Skills & Proficiency

MS Word



MS Excel



MS Outlook



Financial Model



MS Access



Languages & Proficiency

English

Fluent



Urdu

Native



Arabic

Basic



Reference

Umar Farooq ACMA

Account Manager

At Relianci Advisory LLC, UAE

uf@relianci.com

Mujeeb Alam (FCMA)

Costing Manager

At Napco Sharq Plas LLC, UAE

mujeebalam2004@gmail.com

Mansoor Ali (FCA)

Accounts Manager

At Bin Rasheed Colors & Chemicals Co.

mansoorali208@gmail.com

Petty Cash & Banks Management:

- ❖ Handle bank accounts and maintain up to date records.
- ❖ Reconcile bank accounts.
- ❖ Maintain and reconcile petty cash fund, ensuring that disbursements are properly documented and within the approved budget.
- ❖ Monitor petty cash usage and ensure compliance with company policies regarding petty cash usage.

Payroll & WPS:

- ❖ Ensure the accurate calculation of employee salaries, considering basic salary, allowances, overtime, bonuses, and deductions.
- ❖ Confirm that payroll data is accurately uploaded to the WPS portal, reflecting correct salary payments and details for all

Career History

Accountant:

at M/s Bin Rasheed Colors & Chemicals Co Sep. 2020 - Aug. 2022

As an accountant in Bin Rasheed Colors & Chemicals Manufacturing Company Pvt Ltd, I did perform the following duties

General Accounting:

- ❖ Maintained accurate and up-to-date financial records for the organization.
- ❖ Recorded all financial transactions, including purchases, sales, receipts, and payments, in the accounting system
- ❖ Ensured proper classification of accounts (e.g., assets, liabilities, income, expenses).
- ❖ Managed the general ledger and ensure all entries are recorded accurately.

Fixed Asset and Inventory:

- ❖ Maintained accurate records of all fixed assets, including purchases, sales, disposals, transfers, and depreciation.
- ❖ Calculated depreciation for all fixed assets according to company policy and relevant accounting standards
- ❖ Evaluated whether expenditures should be capitalized or expensed based on the nature of the asset
- ❖ Ensured proper valuation of closing inventory using an appropriate accounting method
- ❖ Conducted physical inventory counts at the end of the accounting period to verify the quantities on hand.

Accounts Payable:

- ❖ Assembled, review and verify invoices and cheque requests
- ❖ Monitored payments and expenditures
- ❖ Checked accounts to ensure payments are up to date
- ❖ Verified all accounts payable documents and reconcile vendors ledgers

Return Filing & Tax Compliance:

- ❖ Prepared and filled monthly, PRA & annually sales tax return
- ❖ Created and ensured payments of withholding income tax challan of vendors, salary and rent
- ❖ Filed of director's income tax return
- ❖ Prepared and filing of withholding income tax returns u/s 165
- ❖ Worked on advance tax quarterly installment u/s 147
- ❖ Functioned on withholding income tax exemption certificate u/s 153.