

Khalil Ur Rehman

Masters of Business Administration in Finance (2009)

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CAREER OBJECTIVE

To serve a growing organization to the best of my ability sincerely, honestly with hard labor and where I am the role player for the overall growth of the concern and give respect to my senior. I am ever keen to acquire some new technologies and climb the corporate to ladder by honest and hard work.

6 YEARS UAE EXPERIENCE AS ACCOUNTS AND ADMIN

PROFESSIONAL EXPERIENCE

(01 February 2018 – Current) Al Marwa Auto Repairing Garage Dubai, UAE

Accountant General:

Key Responsibilities:

Accounts:

- Handling of Petty Cash fund and Accounting System.
- Preparation of LPO (vendors & inquiries), Invoices, credit memos and cheque requisition.
- Checking the Progress/ Status of the ongoing projects.
- Issuance of Delivery Notes to clients.
- Input the Daily timesheet to Workshop Labor Costing Sheet.
- Documentations, Sorting/Filing & Recording the important documents.
- Preparing daily, weekly, monthly reports on Sales, Project profitability, labor cost, P& L & general Ledgers Submission & reconciliations.
- Other Duties as assigned.

(14 August 2016 – 28th February 2018) Lime Wood Tourism LLC Dubai, UAE

Administration & Accounts Officer:

Key Responsibilities:

Accounts:

- Prepare the Monthly, Quarterly and annually Financial Statements
- Daily, weekly and monthly Reporting to the Managing Director.
- Authorization of the LPO.
- Reconciling the bank statements on daily basis.
- Payment to the suppliers and dealing with them.
- Reconciling the Supplier Accounts and on monthly basis.
- Coordinating with Clients in all aspects regarding Accounts.
- Receivable analysis on regular basis and making recoveries, looking after aged receivable and send reminders on intervals.
- Preparation of Debtors outstanding and aging report for Finance Manager.
- Strong grip on book keeping and the reconciliations into Tally Accounting Software.
- Processing the Employees' Salaries..

Admin:

- Filing paper records and maintaining electronic records.
- Maintaining filing of all paper works and electronic files on company servers
- Maintaining office library of samples from suppliers/vendors and books.

- Filing incoming resumes and arrange interviews
- Maintaining office workflow and efficiency by developing and implementing office systems, layouts and equipment procurement/inventory control
- Maintaining office policies by ensuring the established standards and procedures are followed by all employees thereby promoting process improvement
- Contributing to team effort by accomplishing related results as needed

(01 January 2013 – 31 July 2016)

Entrust Rent A Car

Dubai, UAE

Accountant General

Key Responsibilities:

- Preparing Chart of Accounts.
- Reconcile of bank Statements.
- Handling accounts payable and receivable and maintain financial monthly report.
- Receive cash and cheques, prepare and reconcile the cash receipts, and prepare regular bank deposits.
- Prepares month end profit and loss reports.
- Responds to inquiries from suppliers, consultants and clients regarding the status of their payments.
- Reviews and verifies invoices and their accompanying payment requests.
- Verification of the petty cash on daily basis.
- Complete control of fines and salik in regards to receiving from payment from customers.
- Tracking inventory on monthly basis.
- Preparing 45 employee's payroll checks, WPS Sheets and managing wire transfer of salaries to salary accounts through WPS.
- Maintaining various accounts related accounting statements and reports using **QuickBooks Accounting Software** and presented them to the management.
- Recording and reconciling information in the general ledger.
- Ensuring data integrity and accuracy in all accounts and documents.
- Balancing the general accounts by resolving discrepancies.

ADDITIONAL SKILLS:

- Excellent communication, management and interpersonal skills, with the ability to identify issues and solutions and ensure timely task completion with minimal supervision.
- Proven capacity to perform and demonstrate a positive attitude as a team player
- Excellent PC skills, with proficiency in various computer applications such as Microsoft Office and Tally, QuickBooks and Peachtree as Accounting software.
- Strong verbal, written and communication skills. Proficient in English, Urdu, and medium level in Arabic.
- Ability to thrive in a fast-paced environment

PERSONAL INFORMATION:

- Date of Birth : February 27, 1985
- Nationality : Pakistani
- Sex : Male (Married)
- Visa Status : Employment
- UAE valid License : 3461679 (Since 2015)
- Address : Al Bada Dubai , UAE